

Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)

User Manual Integrated Web Portal (IWP) Budget

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1.0	Michele Foo/Juridah Ayub	Overall reviews
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PhIS & CPS Project
User Manual – Integrated Web Portal (IWP)
Budget



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Table of Contents

1.0	Introduction	1
1.1	Overview of IWP	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	IWP Legend	2
3.0	Budget.....	3
	Overview.....	3
	User Group	3
	Functional Diagram	3
	Functional Description	3
3.1	Allocation/Deduction/Virement (PKD) Listing Page.....	4
3.1.1	Create New Allocation	6
3.1.2	Create New Deduction (<i>Tarik Balik</i>)	14
3.1.3	Create New Virement	21
3.2	Payment/Credit Note (PKD) Listing Page.....	29
3.2.1	Create New Full Payment.....	31
3.2.2	Create New Credit Note.....	39
4.0	Acronyms	47
5.0	Links to Inventory Modules	47

1.0 Introduction

1.1 Overview of IWP

Integrated Web Portal or better known as IWP is the HQ Application where it served various of function which is:

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

1.2 Purpose and Objectives

This user manual outlines the Integrated Web Portal (IWP) Budget sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

User will understand the following activities in details:

- Allocation/Deduction/Virement
- Payment/Credit Note

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Budget
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

2.0 Application Standard Features

2.1 IWP Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Note

To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

3.0 Budget

Overview

This module is used to allocate/deduct an amount of budget or to transfer an amount of budget from one vote code to another vote code and also function of doing the payment.

User Group

This module is intended for Hospital/PKD User (subject to user assigned by the Hospital/PKD)

Functional Diagram

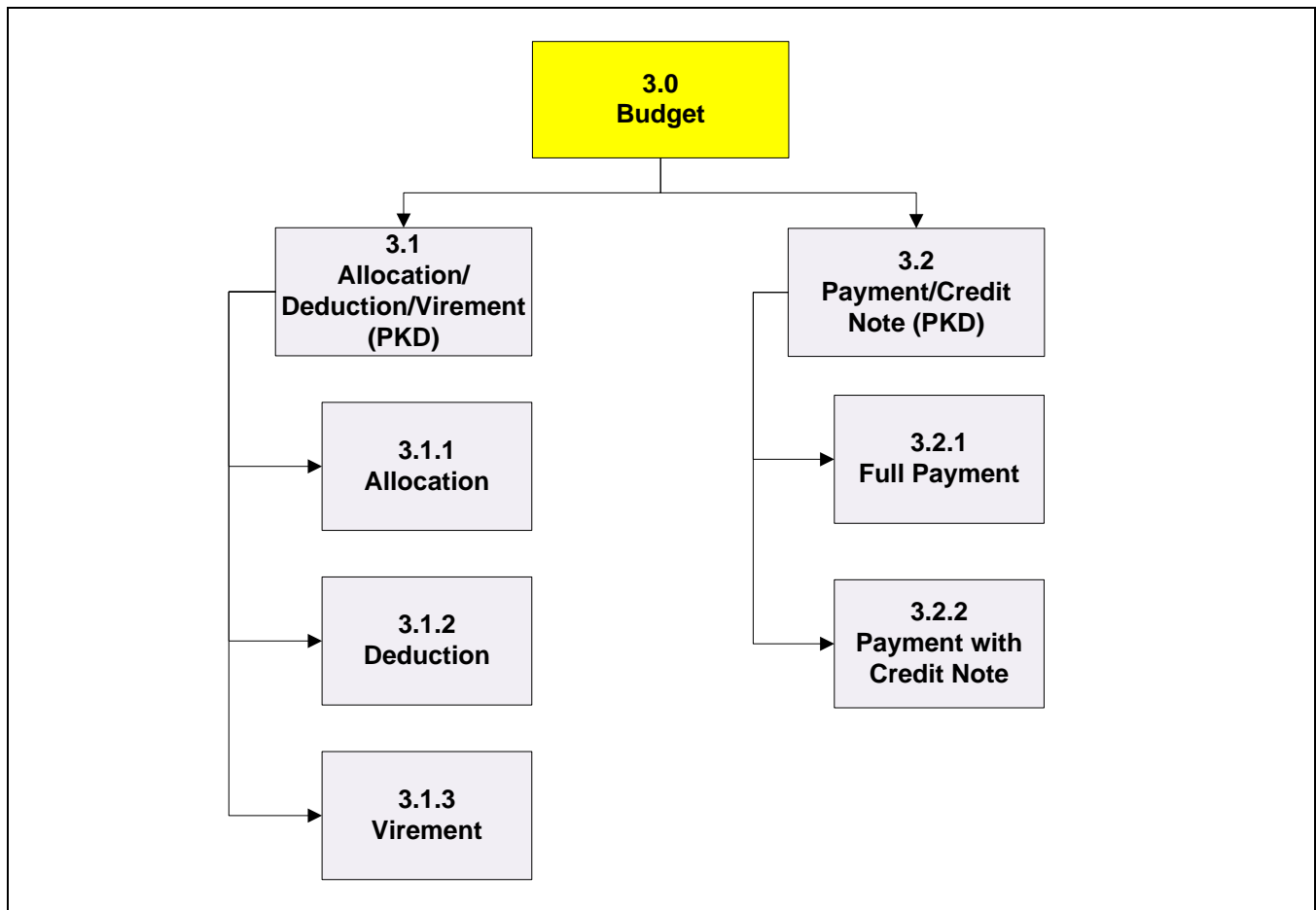


Figure 3.0-1

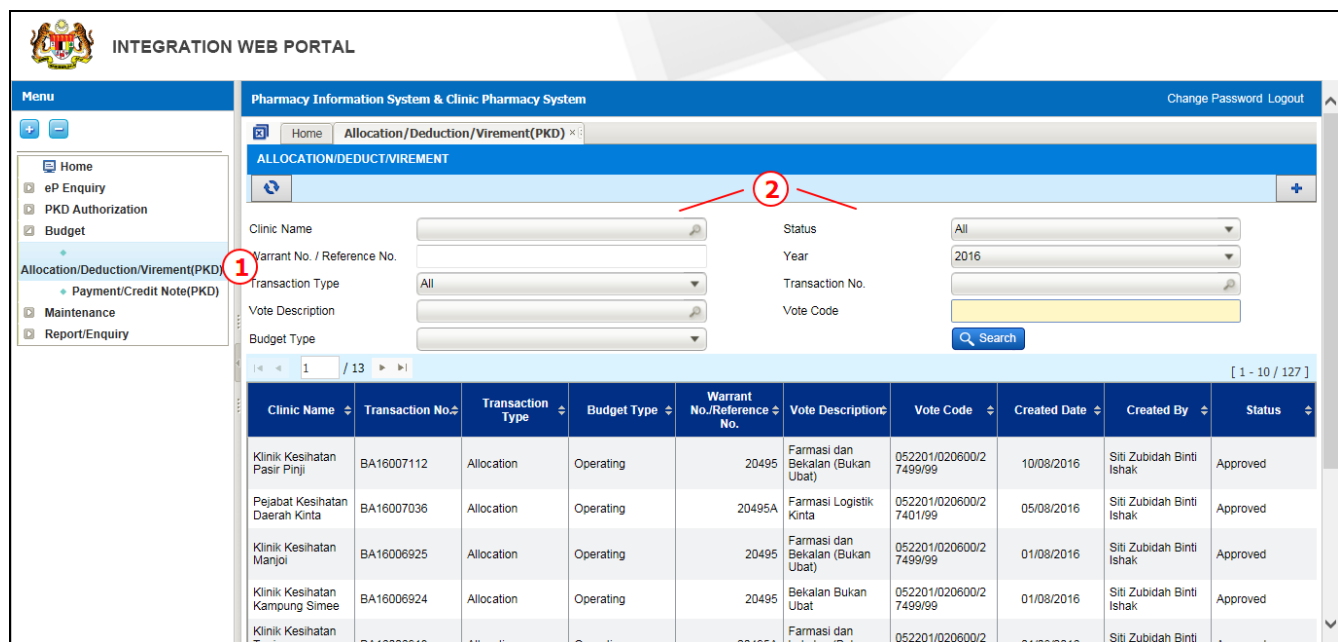
Functional Description

Budget comprises of two (2) main functions:

- **Allocation/Deduction/Virement (PKD)**
- **Payment/Credit Note (PKD)**

3.1 Allocation/Deduction/Virement (PKD) Listing Page

To view an existing Allocation/Deduction/Transfer (PKD) record, perform the steps below:



Integration Web Portal

Menu

- Home
- eP Enquiry
- PKD Authorization
- Budget
- Allocation/Deduction/Virement(PKD)** (1)
- Payment/Credit Note(PKD)
- Maintenance
- Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Home Allocation/Deduction/Virement(PKD) (2)

ALLOCATION/DEDUCT/VIREMENT

Clinic Name:

Warrant No. / Reference No.:

Transaction Type:

Vote Description:

Budget Type:

Status:

Year:

Transaction No.:

Vote Code:

[1 - 10 / 127]

Clinic Name	Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
Klinik Kesihatan Pasir Pinji	BA16007112	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	10/08/2016	Siti Zubidah Binti Ishak	Approved
Pejabat Kesihatan Daerah Kinta	BA16007036	Allocation	Operating	20495A	Farmasi Logistik Kinta	052201/020600/2 7401/99	05/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Manjoi	BA16006925	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Kampung Simee	BA16006924	Allocation	Operating	20495	Bekalan Bukan Ubat	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan ...	BA16006912	Allocation	Operating	20495A	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved

Figure 3.1-1 Allocation/Deduction/Virement Listing Page

STEP 1

Go to Budget menu, and click on the Allocation/Deduction/Virement(PKD) sub-menu

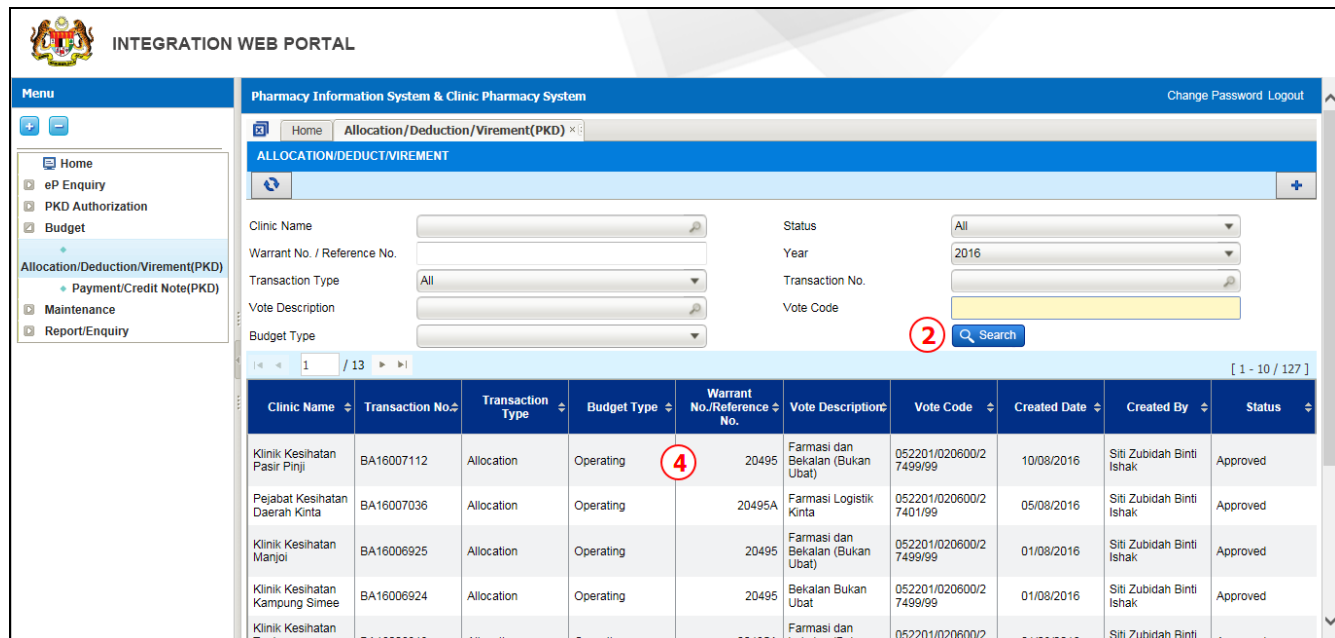
STEP 2

To search for existing Allocation/Deduction/Virement record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Clinic Name	Search for Clinic Name	Display Clinic Name for same PKD/PTJ Code
b	Warrant No/Reference No	Enter Warrant No or Reference No	Free Text field up to 40 character
c	Transaction Type	Search by: <ul style="list-style-type: none"> - Allocation - Deduction - Virement 	Able to filter and search record(s)
d	Vote Description	Search by Vote Description	Able to filter and search record(s)
e	Budget Type	Search by: <ul style="list-style-type: none"> - Dasar Baru - Development - One Off - Operating 	Able to filter and search record(s)
f	Status	Search by: <ul style="list-style-type: none"> - All - Approved - Cancelled - Open - Pending for Approval - Rejected 	Able to filter and search record(s)

g	Year	Default to current year	Able to search for past 2 year
h	Transaction No	Search by Vote Description	Able to filter and search record(s)
i	Vote Code	Display Vote Code based on Vote Description selected	Uneditable field

Table 3.1-1



Integration Web Portal

Menu: Home, eP Enquiry, PKD Authorization, Budget, Allocation/Deduction/Virement(PKD), Payment/Credit Note(PKD), Maintenance, Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System

Home Allocation/Deduction/Virement(PKD) ×

ALLOCATION/DEDUCT/VIREMENT

Clinic Name: [Text Box] Status: [Dropdown: All]
Warrant No. / Reference No.: [Text Box] Year: [Dropdown: 2016]
Transaction Type: [Dropdown: All] Transaction No.: [Text Box]
Vote Description: [Text Box] Vote Code: [Text Box]
Budget Type: [Dropdown] [Search Button]

[1 - 10 / 127]

Clinic Name	Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
Klinik Kesihatan Pasir Pinji	BA16007112	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/27499/99	10/08/2016	Siti Zubidah Binti Ishak	Approved
Pejabat Kesihatan Daerah Kinta	BA16007036	Allocation	Operating	20495A	Farmasi Logistik Kinta	052201/020600/27401/99	05/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Manjoi	BA16006925	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/27499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Kampung Simee	BA16006924	Allocation	Operating	20495	Bekalan Bukan Ubat	052201/020600/27499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Tanjong	BA16006922	Allocation	Operating	20495A	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/27499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved

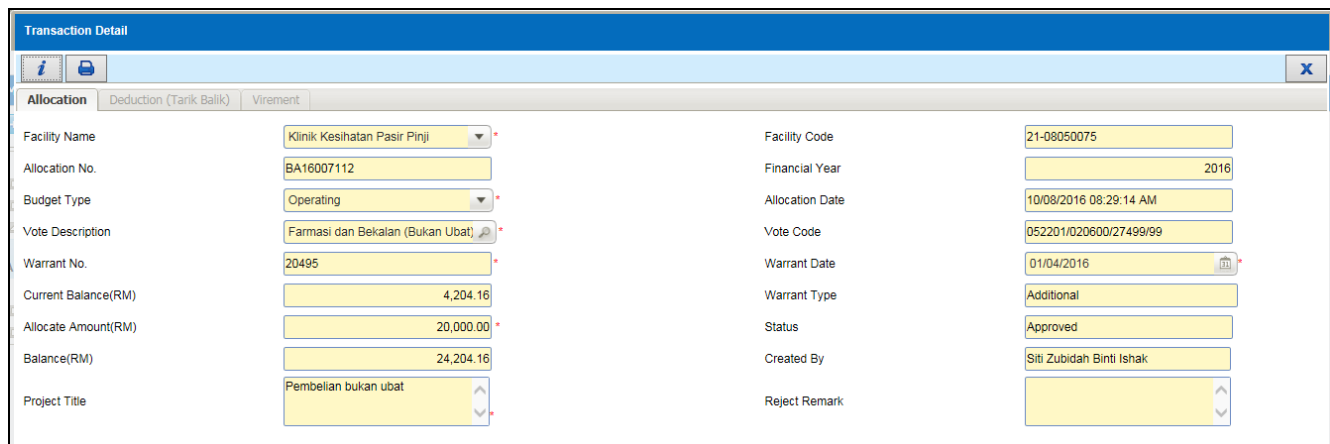
Figure 3.1-2 Allocation/Deduction/Virement Listing Page

STEP 3

Click on the  button after key in criteria

STEP 4

Double click on the selected record and the details will be displayed as Figure 3.1-3




Transaction Detail

Allocation Deduction (Tarik Balik) Virement

Facility Name: Klinik Kesihatan Pasir Pinji Facility Code: 21-08050075
Allocation No.: BA16007112 Financial Year: 2016
Budget Type: Operating Allocation Date: 10/08/2016 08:29:14 AM
Vote Description: Farmasi dan Bekalan (Bukan Ubat) Vote Code: 052201/020600/27499/99
Warrant No.: 20495 Warrant Date: 01/04/2016
Current Balance(RM): 4,204.16 Warrant Type: Additional
Allocate Amount(RM): 20,000.00 Status: Approved
Balance(RM): 24,204.16 Created By: Siti Zubidah Binti Ishak
Project Title: Pembelian bukan ubat Reject Remark:

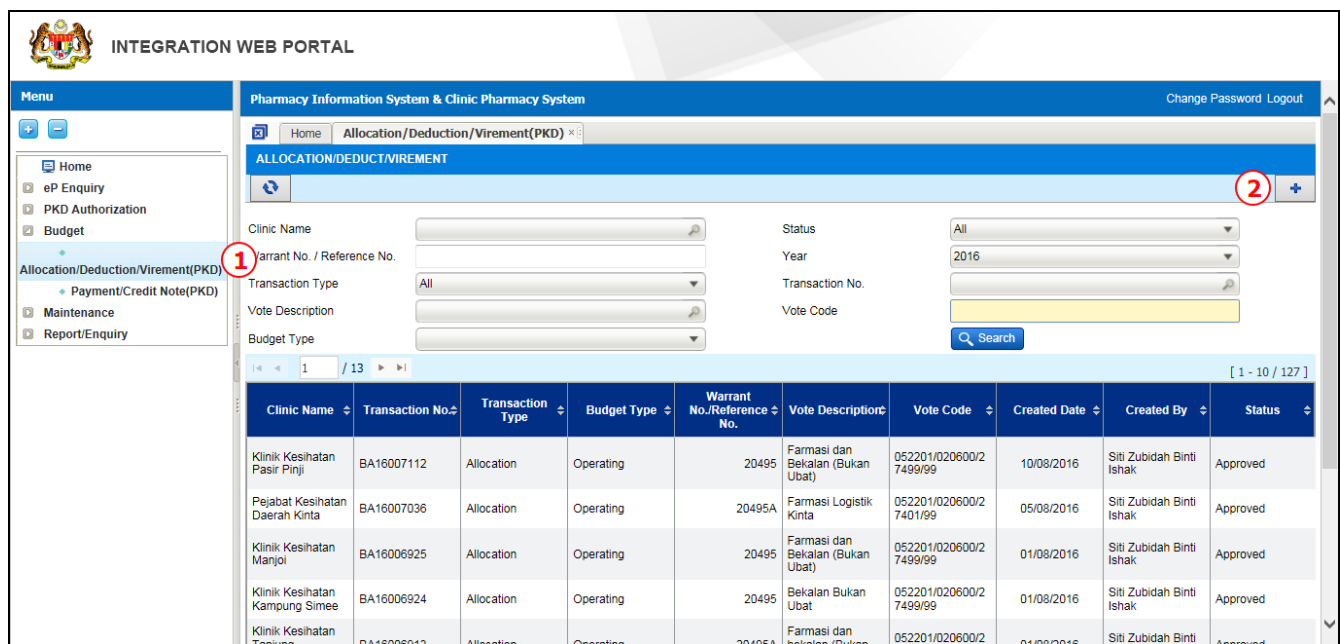
Figure 3.1-3 Transaction Detail

Note

Click on the  to close the Transaction Detail screen

3.1.1 Create New Allocation

To create a new Allocation transaction, perform the steps below:



Clinic Name	Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
Klinik Kesihatan Pasir Pinji	BA16007112	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	10/08/2016	Siti Zubidah Binti Ishak	Approved
Pejabat Kesihatan Daerah Kinta	BA16007036	Allocation	Operating	20495A	Farmasi Logistik Kinta	052201/020600/2 7401/99	05/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Manjoi	BA16006925	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Kampung Simee	BA16006924	Allocation	Operating	20495	Bekalan Bukan Ubat	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Teluk...	BA16006932	Allocation	Operating	20495A	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved

Figure 3.1.1-1 Allocation/Deduction/Virement

STEP 1

Click on 'Budget' menu, followed by 'Allocation/Deduct/Transfer'

STEP 2

Click on the  button and New Transaction screen will be displayed as Figure 3.1.1-2

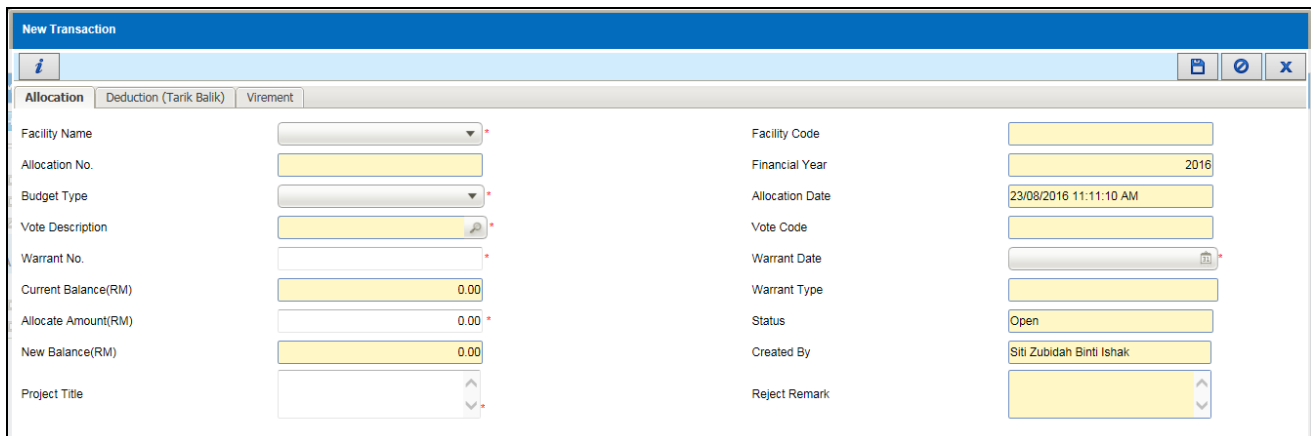


Figure 3.1.1-2 New Transaction

Note

- Under New Transaction screen, the tab divided by 3 type of transaction:
 - Allocation
 - Deduction(Tarik Balik)
 - Virement

- **Financial Year** is default to the current year.
- **Allocation Date** displayed is default to current system Date and Time.

Note

- The **Warrant Type** field will be emptied when there is a new transaction.
- New Allocation transaction **Status** is default to 'Open'.
- **Created By** will be displayed based on the user's Login ID.

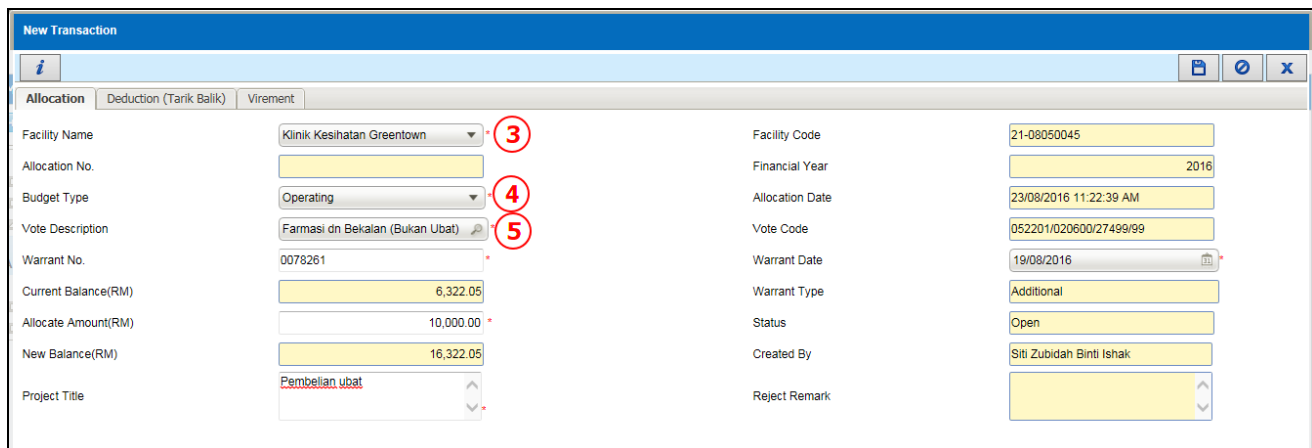


Figure 3.1.1-3 New Transaction (Allocation)

STEP 3

Select **Facility Name** from the drop down box

Note


- Information of **Facility Name** is display based on facility under the same PKD/PTJ Code
- **Facility Code** will be displayed automatically based on the Facility Name selected.

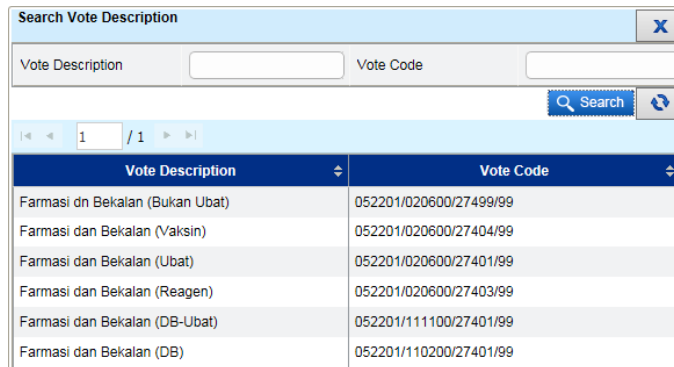
STEP 4

Select **Budget Type** as stated in the warrant from the drop down box:

- Dasar Baru
- Development
- One Off
- Operating

STEP 5


Click on the **Vote Description**  and Search Vote Description will be displayed as Figure 3.1.1-4



Vote Description	Vote Code
Farmasi dn Bekalan (Bukan Ubat)	052201/020600/27499/99
Farmasi dan Bekalan (Vaksin)	052201/020600/27404/99
Farmasi dan Bekalan (Ubat)	052201/020600/27401/99
Farmasi dan Bekalan (Reagen)	052201/020600/27403/99
Farmasi dan Bekalan (DB-Ubat)	052201/111100/27401/99
Farmasi dan Bekalan (DB)	052201/110200/27401/99

Figure 3.1.1-4 Search Vote Description

Note

- User is allowed to enter partially or fully searching criteria for **Vote Description** and **Vote Code**. Then click on the  button
- Double click on the selected **Vote Description**
- If **Vote Description** is not available, **Vote Code** need to be created before the **Budget Allocation** transaction can be performed.
- **Vote Code** will be auto displayed based on the **Vote Description** selected.
- **Current Balance (RM)** will display updated amount based on the **Vote Description** selected.

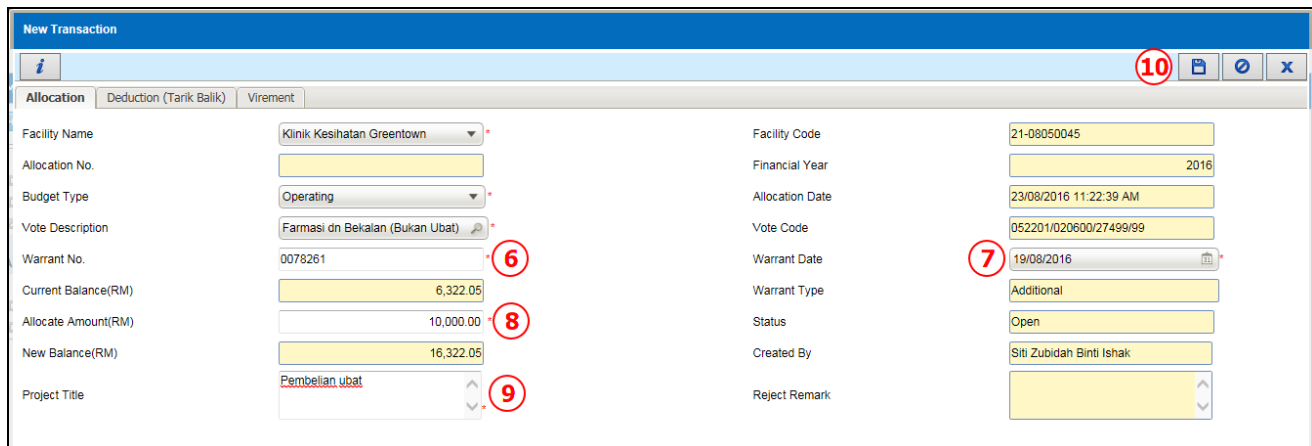


Figure 3.1.1-5 New Transaction (Allocation)

STEP 6

Enter the **Warrant No.**

Note

The alphabets entered in the **Warrant No.** field will change automatically to capital letters.

STEP 7

Select **Warrant Date** from the  icon

Note

User is allowed to select either current date or past date for the Warrant Date.

STEP 8

Enter **Allocate Amount (RM)** as stated in the warrant


Note

- **New Balance (RM)** value will be calculated automatically by the system.
- $\text{New Balance (RM)} = \text{Current Balance (RM)} + \text{Allocate Amount (RM)}$

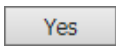
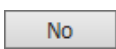
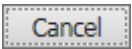
STEP 9

Enter **Project Title**

STEP 10

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.1.1-6
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

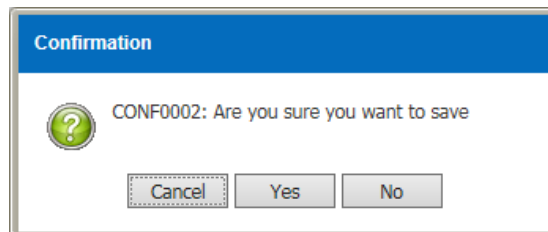
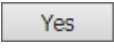



Figure 3.1.1-6 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.1-7
- Click on the  button to confirmed the save transaction and Allocation No will generated for future reference

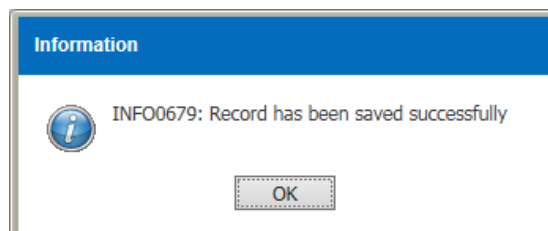




Figure 3.1.1-7 Information Message

-  and  button will enable as Figure 3.1.1-8

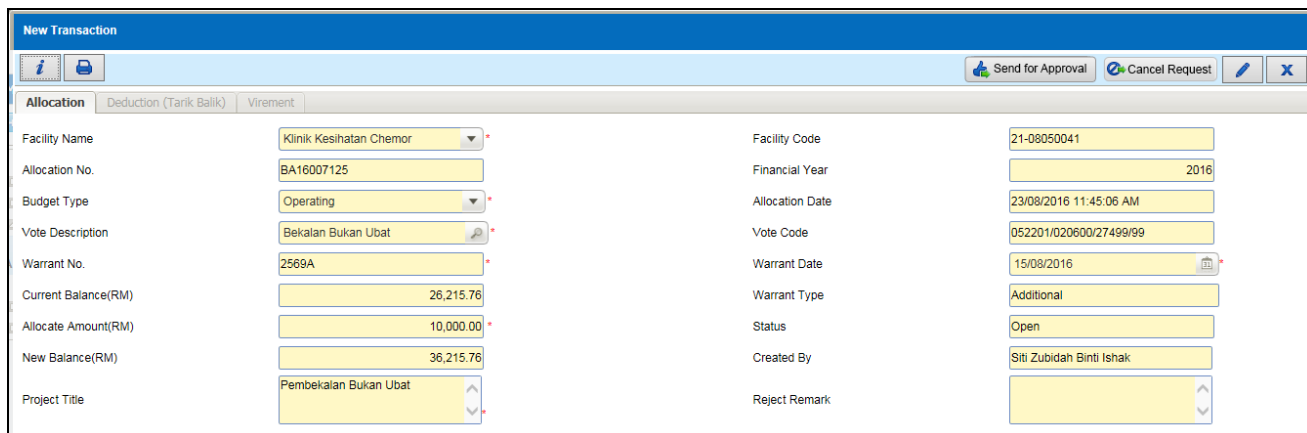




Figure 3.1.1-8 New Transaction (Allocation)

Note

- Click on the  button to edit the record. User is able to edit **Project Title** only
- Click on the  button to cancel the transaction and **Status** will change to Cancelled

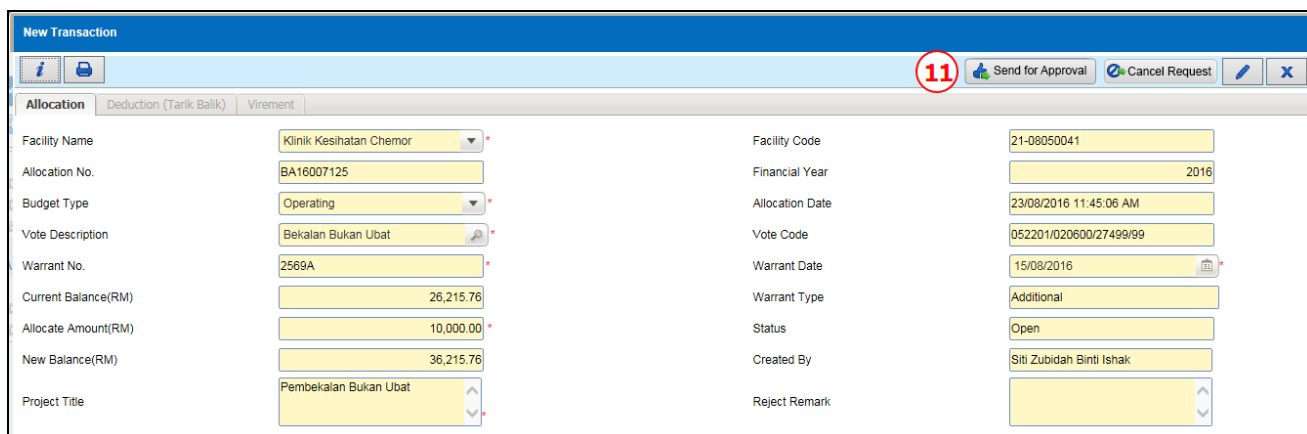

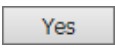
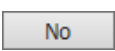
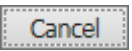


Figure 3.1.1-9 New Transaction (Allocation)

STEP 11

Click on the  button to send the Allocation record for approval

Note

- System will display a Confirmation Message as Figure 3.1.1-10
- Click on the  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

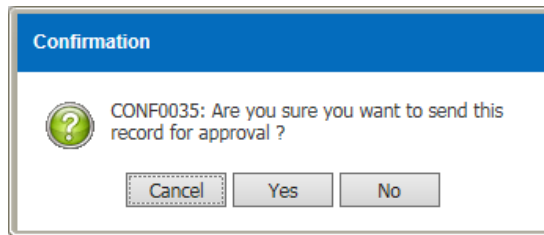
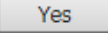
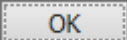


Figure 3.1.1-10 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.1-11
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

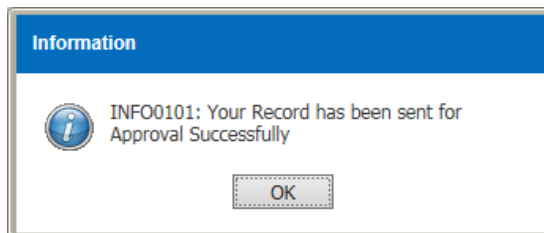
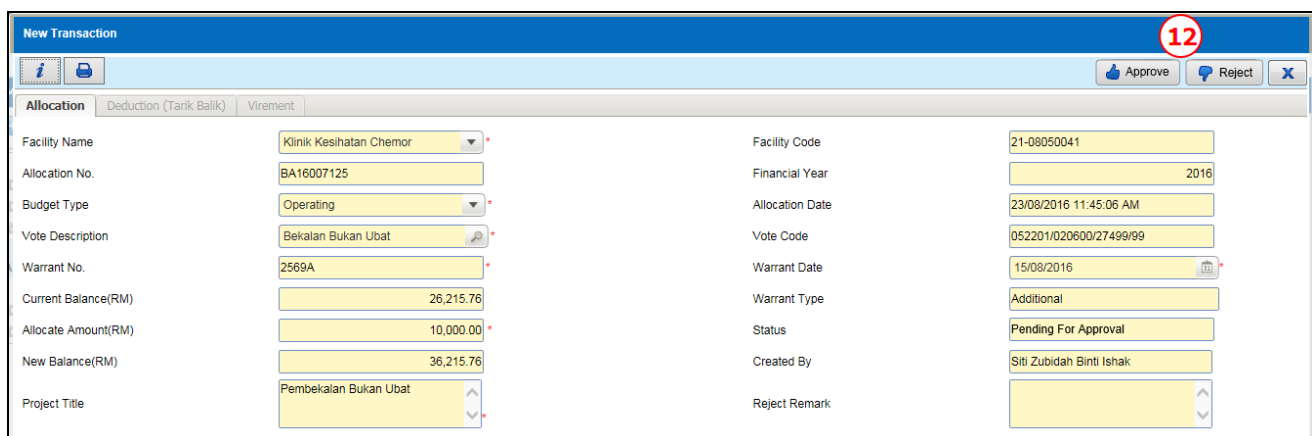


Figure 3.1.1-11 Information Message

-  and  button will enable as Figure 3.1.1-12



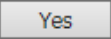
The "New Transaction" form is displayed with the "Allocation" tab selected. It features a blue header with a "12" in a red circle. The form is divided into two columns of fields. The left column includes: Facility Name (Klinik Kesihatan Chemor), Allocation No. (BA16007125), Budget Type (Operating), Vote Description (Bekalan Bukan Ubat), Warrant No. (2569A), Current Balance(RM) (26,215.76), Allocate Amount(RM) (10,000.00), New Balance(RM) (36,215.76), and Project Title (Pembekalan Bukan Ubat). The right column includes: Facility Code (21-08050041), Financial Year (2016), Allocation Date (23/08/2016 11:45:06 AM), Vote Code (052201/020600/27499/99), Warrant Date (15/08/2016), Warrant Type (Additional), Status (Pending For Approval), Created By (Siti Zubidah Binti Ishak), and Reject Remark. At the top right, there are "Approve" and "Reject" buttons with a close button (X).

Figure 3.1.1-12 New Transaction (Allocation)

STEP 12

Click on the  button to approve the record

Note

- System will be display a Confirmation Message as Figure 3.1.1-13
- Click on the  button to approve the record

- Click on the or button to cancel for approve the record

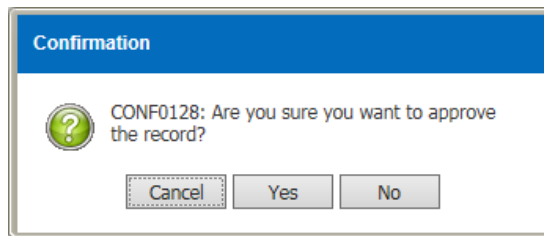


Figure 3.1.1-13 Confirmation Message

- Information Message will display after click on the button as Figure 3.1.1-14
- Click on the button to successfully approved the record and the **Status** change to Approved

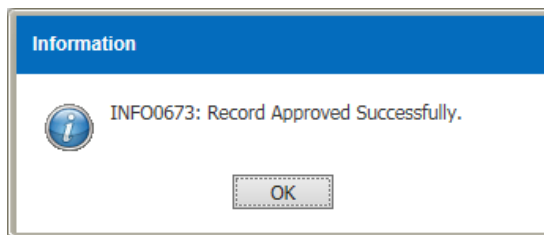


Figure 3.1.1-14 Information Message

Click on the button to reject the order transaction

Note

- User need to enter reject reason as system will display an Information Message as Figure 3.1.1-15

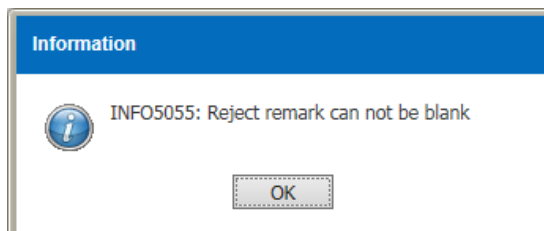


Figure 3.1-15 Information Message

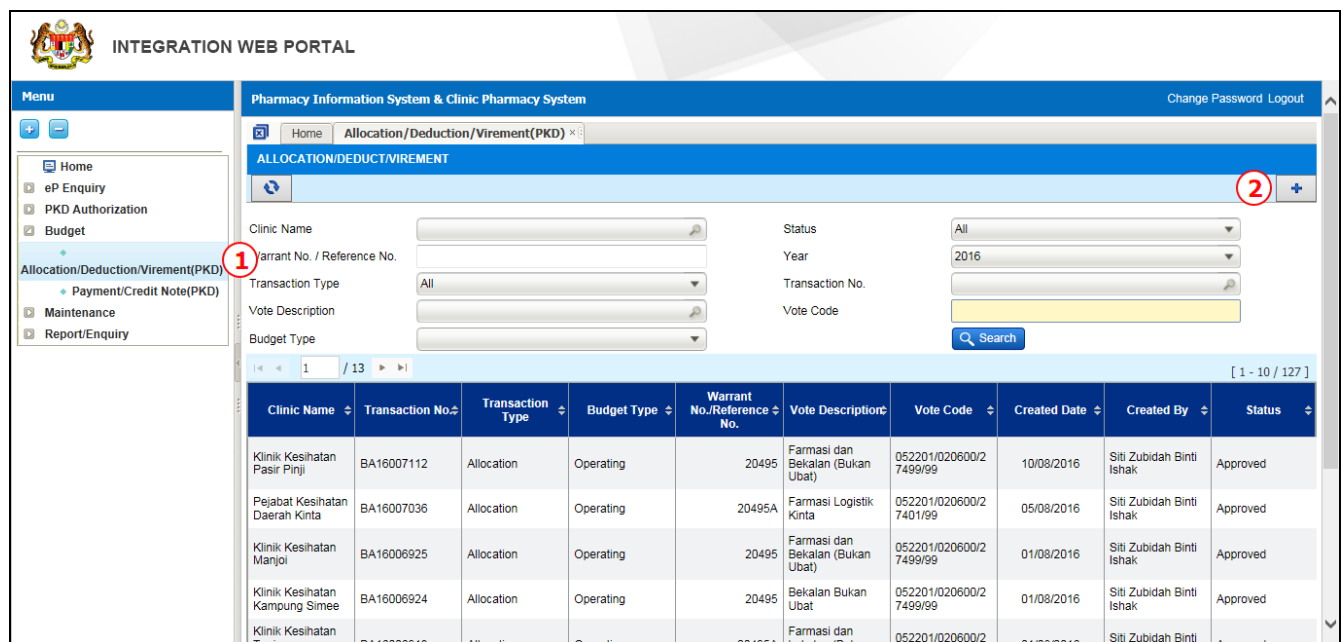
- Status** of the record will change to **Rejected**

Transaction Detail			
<div> <div>Allocation</div> <div>Deduction (Tarik Balik)</div> <div>Virement</div> </div>			
Facility Name	Klinik Kesihatan Chemor	Facility Code	21-08050041
Allocation No.	BA16007125	Financial Year	2016
Budget Type	Operating	Allocation Date	23/08/2016 11:46:18 AM
Vote Description	Bekalan Bukan Ubat	Vote Code	052201/020600/27499/99
Warrant No.	2569A	Warrant Date	15/08/2016
Current Balance(RM)	26,215.76	Warrant Type	First
Allocate Amount(RM)	10,000.00	Status	Approved
Balance(RM)	36,215.76	Created By	Siti Zubidah Binti Ishak
Project Title	Pembekalan Bukan Ubat	Reject Remark	

Figure 3.1.1-16 Transaction Detail

3.1.2 Create New Deduction (*Tarik Balik*)

To create a new Deduction (*Tarik Balik*) transaction, perform the steps below:



Integration Web Portal

Menu

- Home
- eP Enquiry
- PKD Authorization
- Budget
- Allocation/Deduction/Virement(PKD) **1**
- Payment/Credit Note(PKD)
- Maintenance
- Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Home Allocation/Deduction/Virement(PKD) **2**

ALLOCATION/DEDUCT/VIREMENT

Clinic Name: Status:

Warrant No. / Reference No.: Year:

Transaction Type: Transaction No.:

Vote Description: Vote Code:

Budget Type:

[1 - 10 / 127]


Clinic Name	Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
Klinik Kesihatan Pasir Pinji	BA16007112	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	10/08/2016	Siti Zubidah Binti Ishak	Approved
Pejabat Kesihatan Daerah Kinta	BA16007036	Allocation	Operating	20495A	Farmasi Logistik Kinta	052201/020600/2 7401/99	05/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Manjoi	BA16006925	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Kampung Simee	BA16006924	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan ...	BA16006912	Allocation	Operating	20495A	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved

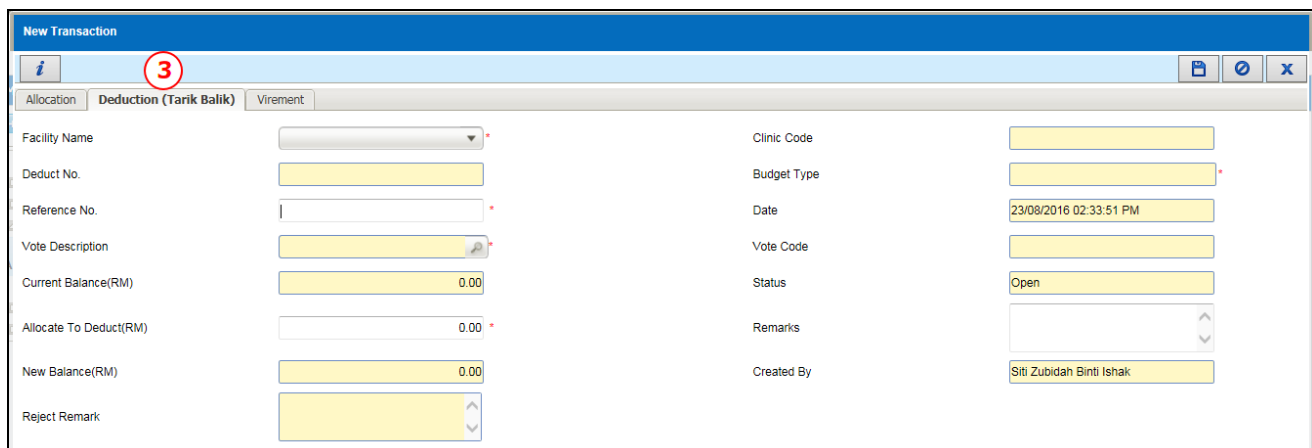
Figure 3.1.2-1 Allocation/Deduction/Virement

STEP 1

Click on 'Budget' menu, followed by 'Allocation/Deduct/Transfer'

STEP 2

Click on the  button and New Transaction screen will be displayed as Figure 3.1.2-2



New Transaction

Allocation Deduction (Tarik Balik) Virement

Facility Name: Clinic Code:

Deduct No.: Budget Type:

Reference No.: Date:

Vote Description: Vote Code:

Current Balance(RM): Status:

Allocate To Deduct(RM): Remarks:

New Balance(RM): Created By:

Reject Remark:

Figure 3.1.2-2 New Transaction

STEP 3

Select **Deduction (*Tarik Balik*)**

Note

- **Date** displayed is default to the current system Date and Time.
- New Deduction (Tarik Balik) transaction **Status** is default to 'Open'.

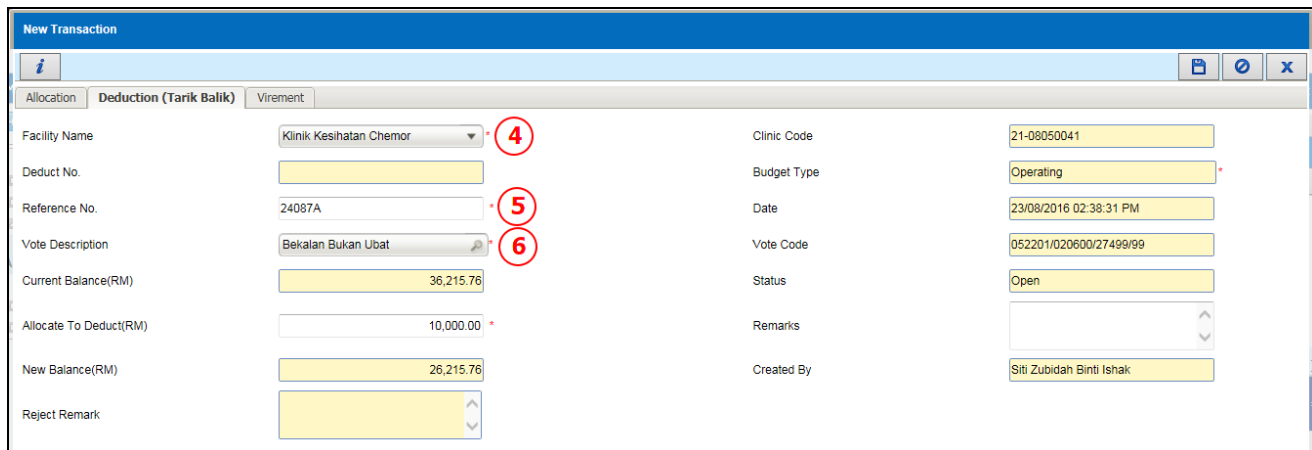


Figure 3.1.2-3 New Transaction (Deduction)

STEP 4

Select **Facility Name** from the drop down box

Note

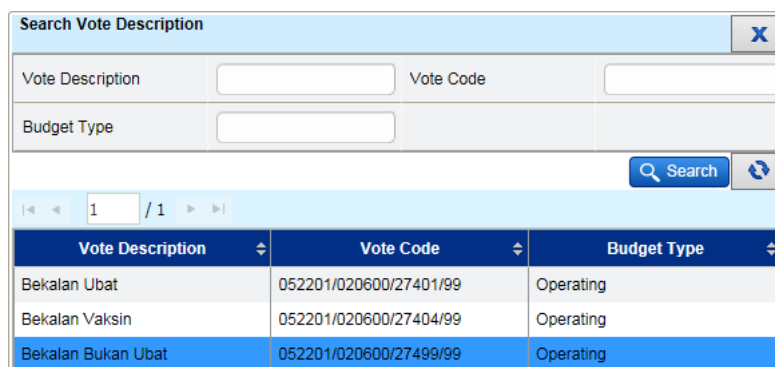
- Information of **Facility Name** is display based on facility under the same PKD/PTJ Code
- **Facility Code** will be displayed automatically based on the Facility Name selected.

STEP 5

Enter the **Warrant No.**

STEP 6


Click on the **Vote Description**  and Search Vote Description will be displayed as Figure 3.1.2-4



Vote Description	Vote Code	Budget Type
Bekalan Ubat	052201/020600/27401/99	Operating
Bekalan Vaksin	052201/020600/27404/99	Operating
Bekalan Bukan Ubat	052201/020600/27499/99	Operating

Figure 3.1.2-4 Search Vote Description

Note

- User is allowed to enter partially or fully searching criteria for **Vote Description** and **Vote Code**. Then click on the  button

- Double click on the selected **Vote Description**
- **Budget Type** and **Vote Code** will display value based on the selected **Vote Description**
- **Current Balance (RM)** will display updated amount based on the selected **Vote Description**

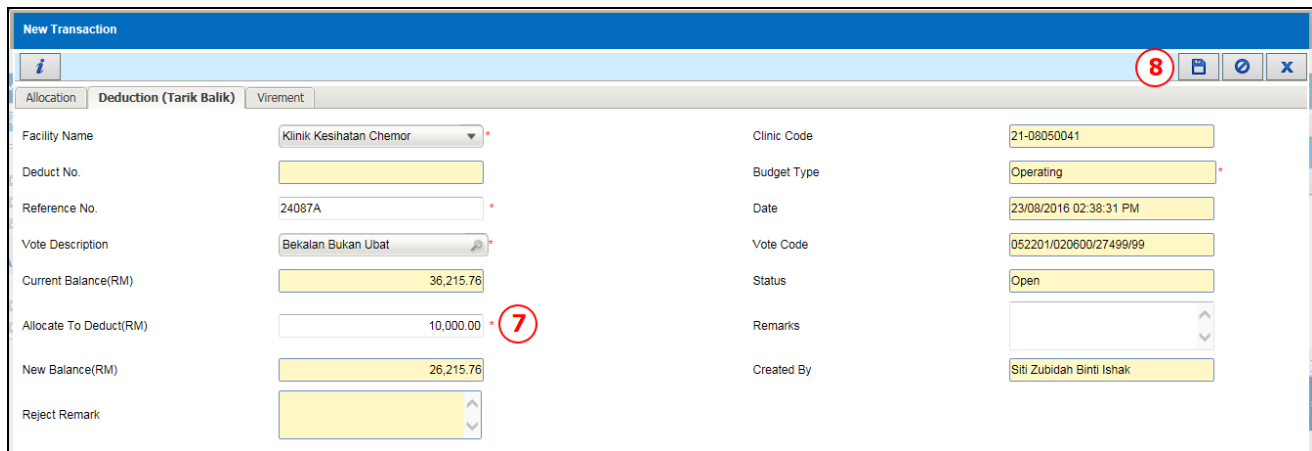


Figure 3.1.2-5 New Transaction (Deduction)


STEP 7

Enter the **Allocate To Deduct (RM)** amount

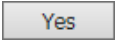
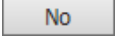
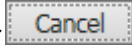
Note

- **New Balance (RM)** will be calculated by the system
Calculation : **Current Balance(RM) + Allocate To Deduct(RM)**
- **Remark** is optional to fill

STEP 8

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.1.2-6
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

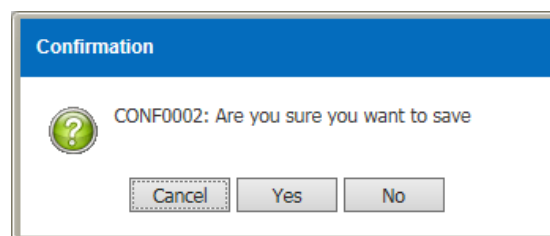
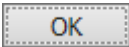


Figure 3.1.2-6 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.2-7

- Click on the  button to confirmed the save transaction and Deduct No will be generated for future reference

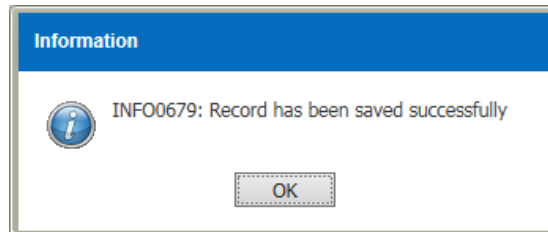




Figure 3.1.2-7 Information Message

-  and  button will enable as Figure 3.1.2-8

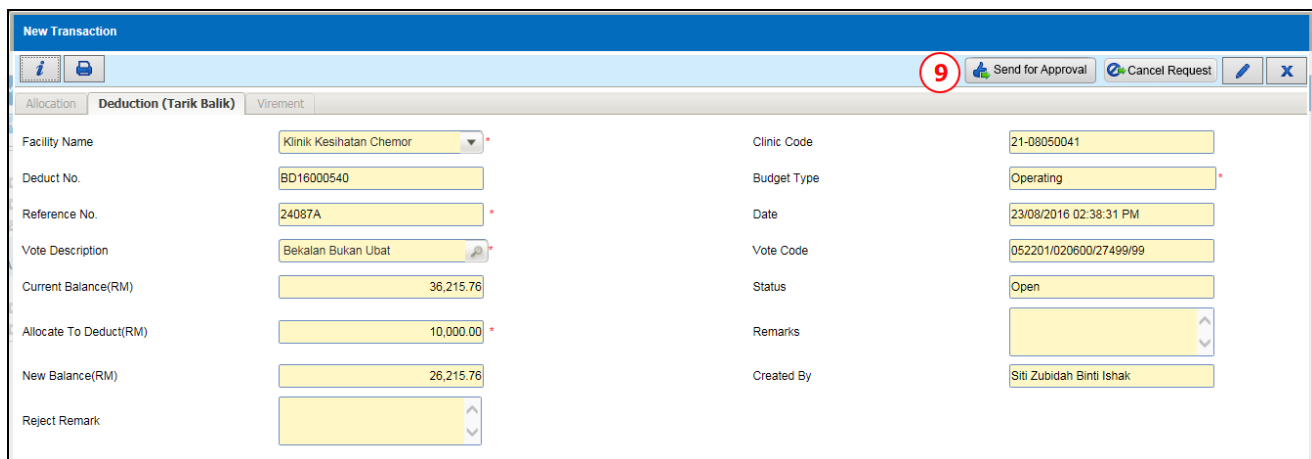


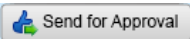


Figure 3.1.2-8 New Transaction (Deduction)

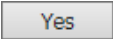
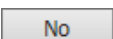
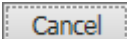
Note

- Click on the  button to edit the record. User is able to edit **Remark** only
- Click on the  button to cancel the transaction and **Status** will change to Cancelled

STEP 9

Click on the  button to send the Allocation record for approval

Note

- System will display a Confirmation Message as Figure 3.1.2-9
- Click on the  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

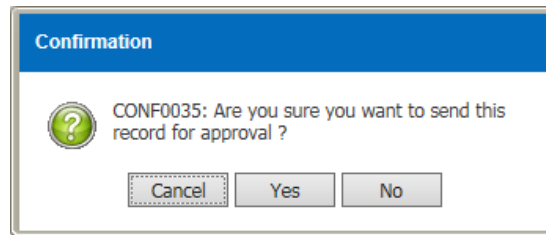
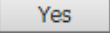



Figure 3.1.2-9 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.2-10
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

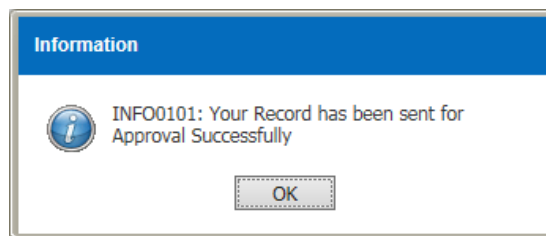
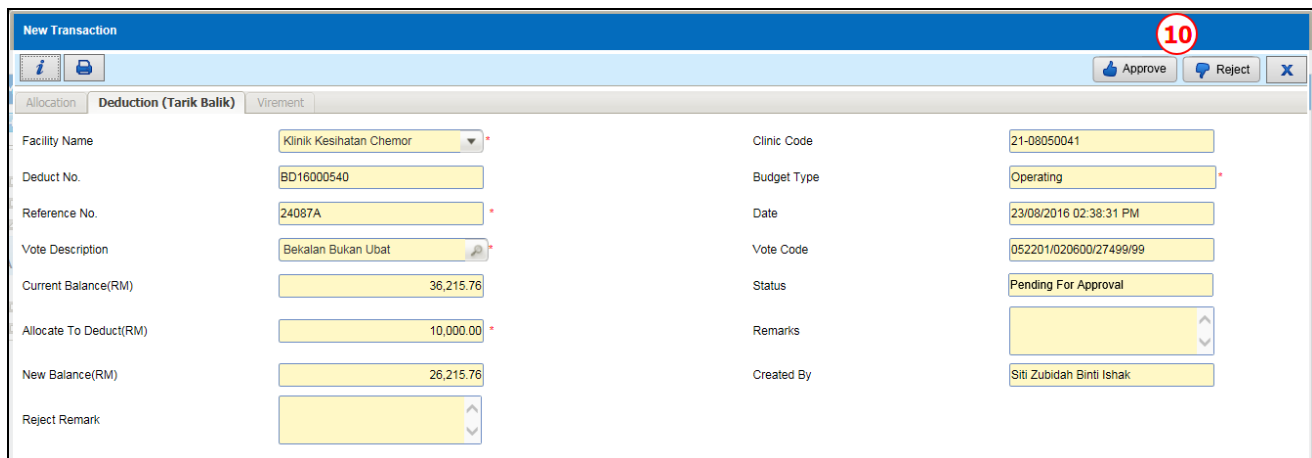


Figure 3.1.2-10 Information Message

-  and  button will enable as Figure 3.1.2-11



The "New Transaction" form is displayed with the "Deduction (Tarik Balik)" tab selected. It features a top navigation bar with "Approve" and "Reject" buttons, and a red circle with the number "10" indicating the current step. The form contains several input fields and dropdown menus for transaction details.

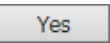
Field	Value	Field	Value
Facility Name	Klinik Kesihatan Chemor	Clinic Code	21-08050041
Deduct No.	BD16000540	Budget Type	Operating
Reference No.	24087A	Date	23/08/2016 02:38:31 PM
Vote Description	Bekalan Bukan Ubat	Vote Code	052201/020600/27499/99
Current Balance(RM)	36,215.76	Status	Pending For Approval
Allocate To Deduct(RM)	10,000.00	Remarks	
New Balance(RM)	26,215.76	Created By	Siti Zubidah Binti Ishak
Reject Remark			

Figure 3.1.2-11 New Transaction (Deduction)

STEP 10

Click on the  button to approve the record

Note

- System will be display a Confirmation Message as Figure 3.1.2-12
- Click on the  button to approve the record

- Click on the or button to cancel for approve the record

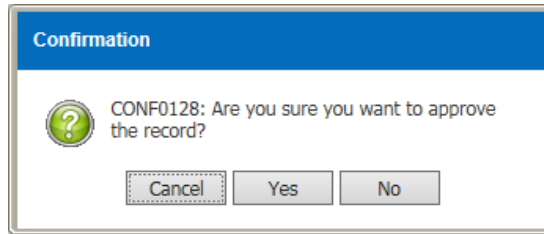


Figure 3.1.2-12 Confirmation Message

- Information Message will display after click on the button as Figure 3.1.2-13
- Click on the button to successfully approved the record and the **Status will** change to **Approved**

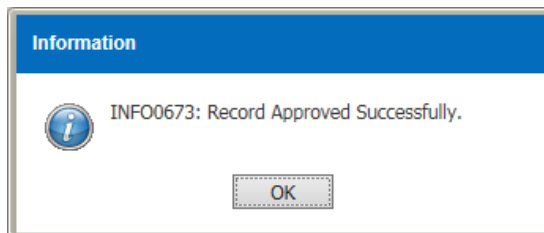


Figure 3.1.2-13 Information Message

Click on the button to reject the record

Note

- User need to enter reject reason as system will display an Information Message as Figure 3.1.2-14

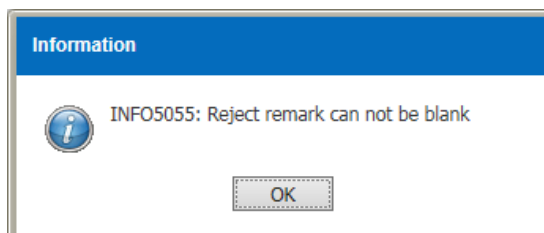


Figure 3.1.2-14 Information Message

- Status** of the record will change to **Rejected**

New Transaction

X

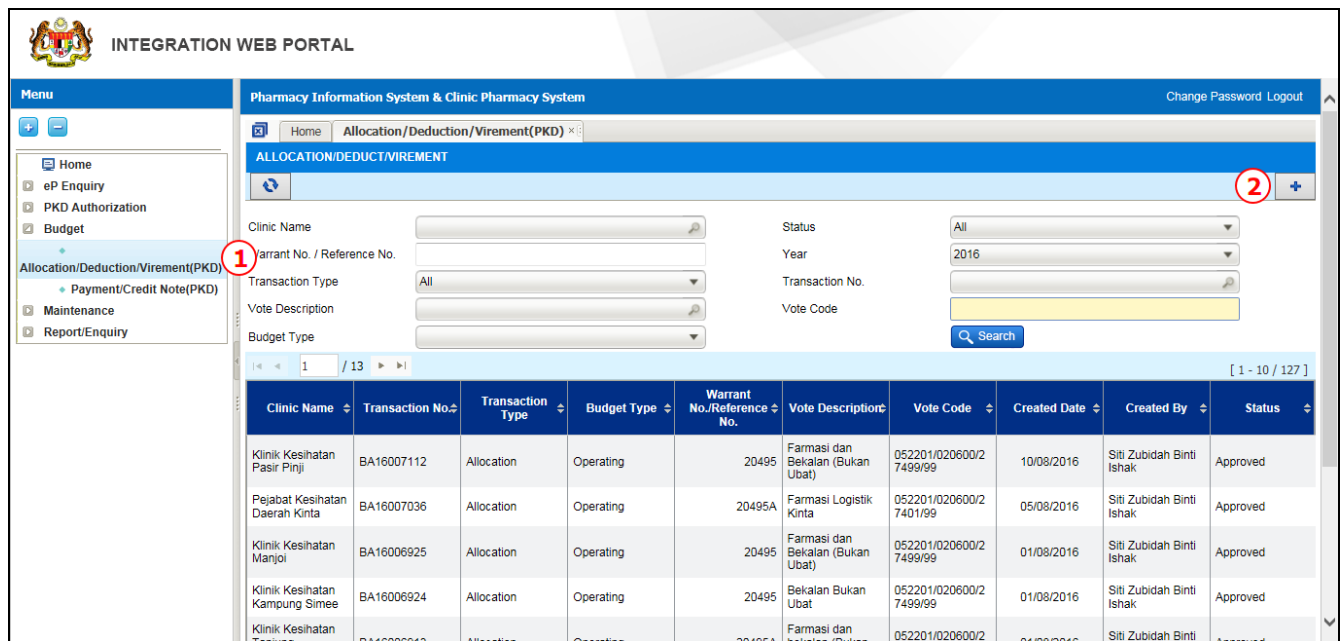
Allocation
Deduction (Tarik Balik)
Virement

Facility Name	Klinik Kesihatan Chemor	Clinic Code	21-08050041
Deduct No.	BD16000540	Budget Type	Operating
Reference No.	24087A	Date	23/08/2016 02:38:31 PM
Vote Description	Bekalan Bukan Ubat	Vote Code	052201/020600/27499/99
Current Balance(RM)	36,215.76	Status	Approved
Allocate To Deduct(RM)	10,000.00	Remarks	
New Balance(RM)	26,215.76	Created By	Siti Zubidah Binti Ishak
Reject Remark			

Figure 3.1.2-15 New Transaction

3.1.3 Create New Virement

To create a new Virement transaction, perform the steps below:



Integration Web Portal

Menu

- Home
- eP Enquiry
- PKD Authorization
- Budget
- Allocation/Deduction/Virement(PKD)** (1)
- Payment/Credit Note(PKD)
- Maintenance
- Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Home Allocation/Deduction/Virement(PKD) (2) +

ALLOCATION/DEDUCT/VIREMENT

Clinic Name: Status: All

Warrant No. / Reference No.: Year: 2016

Transaction Type: All Transaction No.:

Vote Description: Vote Code:

Budget Type: Search

[1 - 10 / 127]

Clinic Name	Transaction No.	Transaction Type	Budget Type	Warrant No./Reference No.	Vote Description	Vote Code	Created Date	Created By	Status
Klinik Kesihatan Pasir Pinji	BA16007112	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	10/08/2016	Siti Zubidah Binti Ishak	Approved
Pejabat Kesihatan Daerah Kinta	BA16007036	Allocation	Operating	20495A	Farmasi Logistik Kinta	052201/020600/2 7401/99	05/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Manjoi	BA16006925	Allocation	Operating	20495	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan Kampung Simee	BA16006924	Allocation	Operating	20495	Bekalan Bukan Ubat	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved
Klinik Kesihatan...	BA16006912	Allocation	Operating	20495A	Farmasi dan Bekalan (Bukan Ubat)	052201/020600/2 7499/99	01/08/2016	Siti Zubidah Binti Ishak	Approved

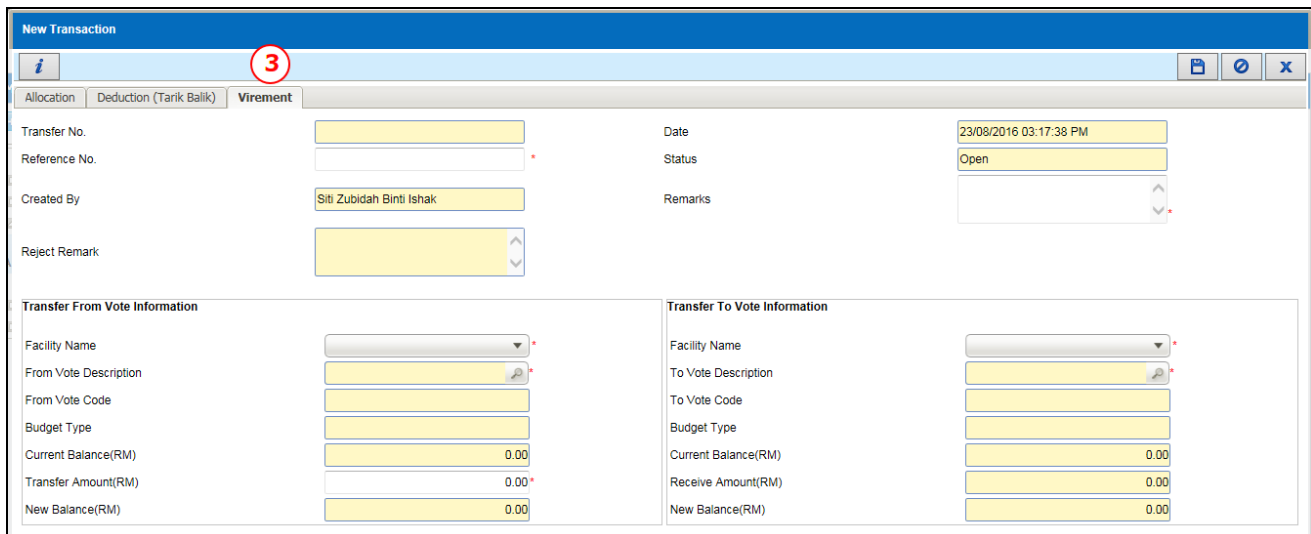
Figure 3.1.3-1 Allocation/Deduction/Virement

STEP 1

Click on 'Budget' menu, followed by 'Allocation/Deduct/Transfer' sub-menu

STEP 2

Click on the  button and New Transaction screen will be displayed as Figure 3.1.3-2



New Transaction

Allocation Deduction (Tarik Balik) **Virement** (3)

Transfer No.: Date: 23/08/2016 03:17:38 PM

Reference No.: Status: Open

Created By: Siti Zubidah Binti Ishak Remarks:

Reject Remark:

Transfer From Vote Information

Facility Name:

From Vote Description:

From Vote Code:

Budget Type:

Current Balance(RM): 0.00

Transfer Amount(RM): 0.00

New Balance(RM): 0.00

Transfer To Vote Information

Facility Name:

To Vote Description:

To Vote Code:

Budget Type:

Current Balance(RM): 0.00

Receive Amount(RM): 0.00

New Balance(RM): 0.00

Figure 3.1.3-2 New Transaction

STEP 3

Select **Virement**

Note

Date displayed is defaulted to the current system Date Time.

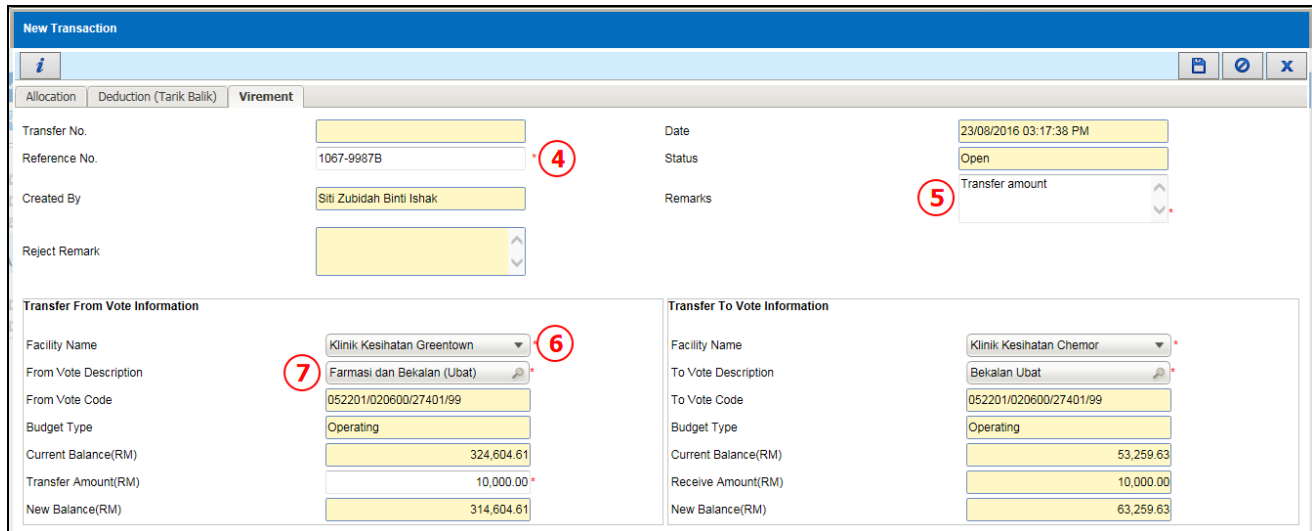


Figure 3.1.3-3 New Transaction (Virement)

STEP 4

Enter **Reference No.**

STEP 5

Enter **Remarks**

STEP 6

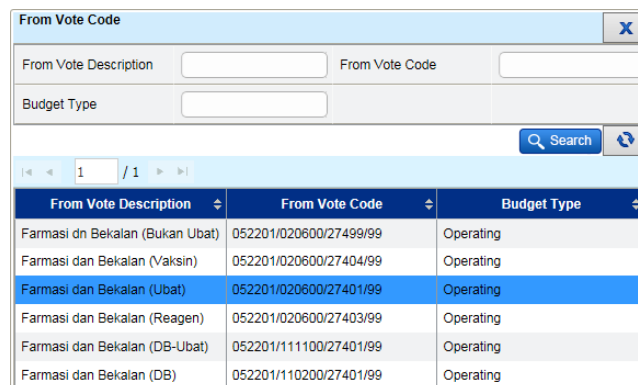
Select **Facility Name** from the drop down box

Note

- Information of **Facility Name** is display based on facility under the same PKD/PTJ Code

STEP 7

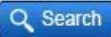
Click on the **From Vote Description**  and From Vote Code will be displayed as Figure 3.1.3-4

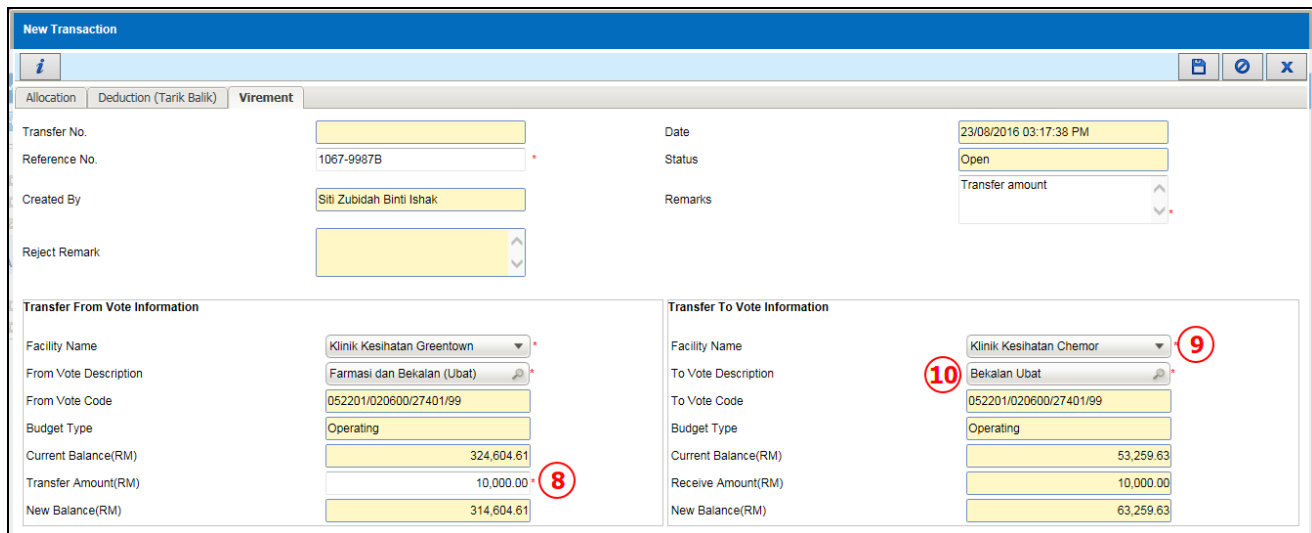


From Vote Description	From Vote Code	Budget Type
Farmasi dn Bekalan (Bukan Ubat)	052201/020600/27499/99	Operating
Farmasi dan Bekalan (Vaksin)	052201/020600/27404/99	Operating
Farmasi dan Bekalan (Ubat)	052201/020600/27401/99	Operating
Farmasi dan Bekalan (Reagen)	052201/020600/27403/99	Operating
Farmasi dan Bekalan (DB-Ubat)	052201/111100/27401/99	Operating
Farmasi dan Bekalan (DB)	052201/110200/27401/99	Operating

Figure 3.1.3-4 From Vote Code

Note

- User is allowed to enter partially or fully searching criteria for **From Vote Description**, **From Vote Code** and **Budget Type**. Then click on the  button
- Double click on the selected **From Vote Description**
- **From Vote Code** and **Budget Type** will display value based on the selected **From Vote Description**
- **Current Balance (RM)** will display updated amount based on the selected **From Vote Description**



Transfer From Vote Information		Transfer To Vote Information	
Facility Name	Klinik Kesihatan Greentown	Facility Name	Klinik Kesihatan Chemor
From Vote Description	Farmasi dan Bekalan (Ubat)	To Vote Description	Bekalan Ubat
From Vote Code	052201/020600/27401/99	To Vote Code	052201/020600/27401/99
Budget Type	Operating	Budget Type	Operating
Current Balance(RM)	324,604.61	Current Balance(RM)	53,259.63
Transfer Amount(RM)	10,000.00	Receive Amount(RM)	10,000.00
New Balance(RM)	314,604.61	New Balance(RM)	63,259.63

Figure 3.1.3-5 New Transaction (Virement)

STEP 8

Enter **Transfer Amount (RM)**

Note

- **Receive Amount (RM)** will updated with the same value of the **Transfer Amount (RM)**
- **New Balance (RM)** for both Vote Codes will be updated

STEP 9

Select **Facility Name** from the drop down box

Note

- Information of **Facility Name** is display based on facility under the same PKD/PTJ Code


STEP 10

Click on the **To Vote Description**  and To Vote Code will be displayed as Figure 3.1.3-6

To Vote Code		
From Vote Description	<input type="text"/>	To Vote Code
Budget Type	<input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Refresh"/>		
<div> <div>1</div> <div>/ 1</div> </div>		
From Vote Description	To Vote Code	Budget Type
Farmasi dan Bekalan (Vaksin)	052201/020600/27404/99	Operating
Farmasi dan Bekalan (Ubat)	052201/020600/27401/99	Operating
Farmasi dan Bekalan (Bukan Ubat)	052201/020600/27499/99	Operating

Figure 3.1.3-6 To Vote Code

Note

- User is allowed to enter partially or fully searching criteria for **From Vote Description**, **To Vote Code** and **Budget Type**. Then click on the  button
- Double click on the selected **From Vote Description**
- **To Vote Code** and **Budget Type** will display value based on the selected **To Vote Description**
- **Current Balance (RM)** will display updated amount based on the selected **Vote Description**

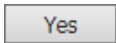
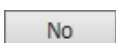
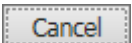
New Transaction			
11			
<div>Allocation Deduction (Tarik Balik) Virement</div>			
Transfer No.	<input type="text"/>	Date	23/08/2016 03:17:38 PM
Reference No.	1067-9987B	Status	Open
Created By	Siti Zubidah Binti Ishak	Remarks	Transfer amount
Reject Remark	<input type="text"/>		
Transfer From Vote Information		Transfer To Vote Information	
Facility Name	Klinik Kesihatan Greentown	Facility Name	Klinik Kesihatan Chemor
From Vote Description	Farmasi dan Bekalan (Ubat)	To Vote Description	Bekalan Ubat
From Vote Code	052201/020600/27401/99	To Vote Code	052201/020600/27401/99
Budget Type	Operating	Budget Type	Operating
Current Balance(RM)	324,604.61	Current Balance(RM)	53,259.63
Transfer Amount(RM)	10,000.00	Receive Amount(RM)	10,000.00
New Balance(RM)	314,604.61	New Balance(RM)	63,259.63

Figure 3.1.3-7 New Transaction (Virement)

STEP 11

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.1.3-8
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

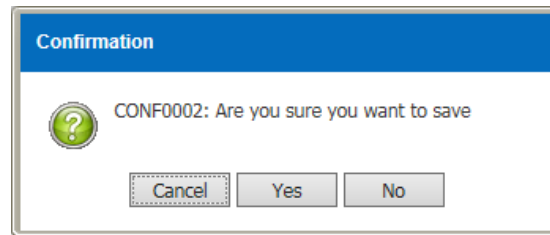




Figure 3.1.3-8 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.3-9
- Click on the  button to confirmed the save transaction and Transfer No will be generated for future reference

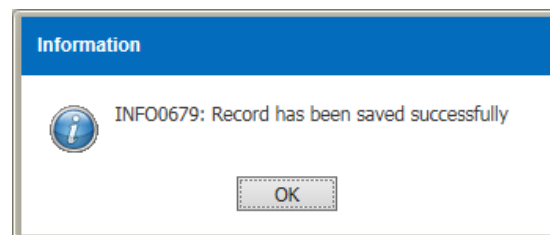
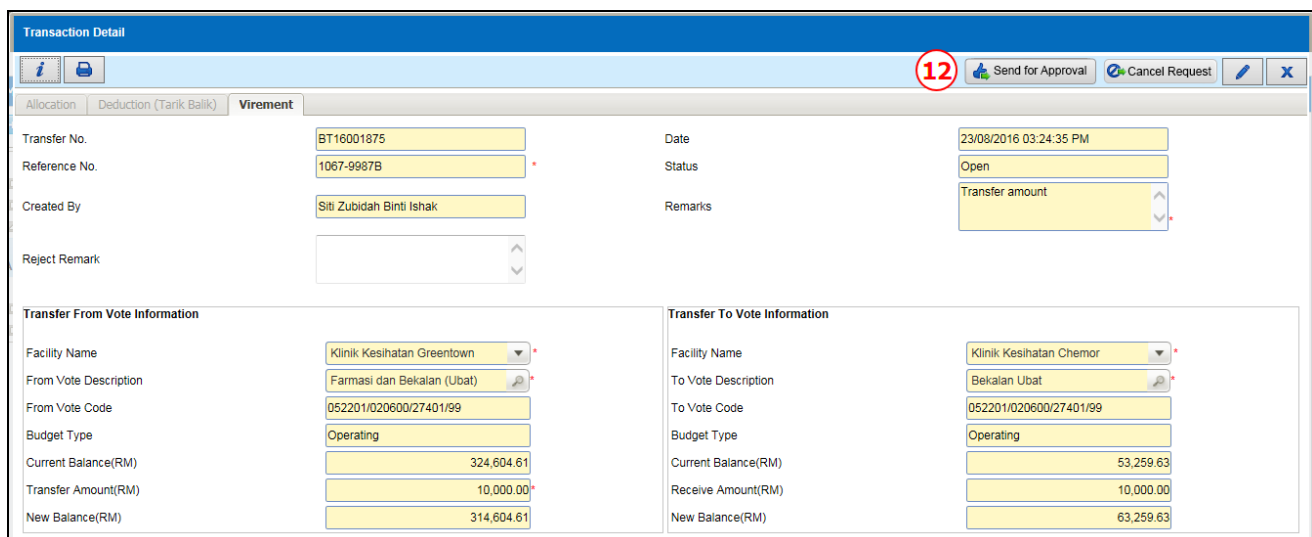


Figure 3.1.3-9 Information Message



-  and  button will enable as Figure 3.1.3-10




The 'Transaction Detail' form is divided into several sections. At the top, there are tabs for 'Allocation', 'Deduction (Tarik Balik)', and 'Virement', with 'Virement' currently selected. To the right of the tabs are icons for information, print, and a red circle with the number '12'. Further right are buttons for 'Send for Approval', 'Cancel Request', and a close button. The main form area contains fields for 'Transfer No.' (BT16001875), 'Reference No.' (1067-9987B), 'Date' (23/08/2016 03:24:35 PM), 'Status' (Open), 'Created By' (Siti Zubidah Binti Ishak), and 'Remarks' (Transfer amount). Below this is a 'Reject Remark' field. The bottom section is split into two columns: 'Transfer From Vote Information' and 'Transfer To Vote Information'. Each column contains fields for 'Facility Name', 'From Vote Description', 'From Vote Code', 'Budget Type', 'Current Balance(RM)', 'Transfer Amount(RM)', and 'New Balance(RM)'. The 'Facility Name' is 'Klinik Kesihatan Greentown' for the from side and 'Klinik Kesihatan Chemor' for the to side. The 'From Vote Description' is 'Farmasi dan Bekalan (Ubat)' and the 'To Vote Description' is 'Bekalan Ubat'. The 'From Vote Code' is '052201/020600/27401/99' and the 'To Vote Code' is '052201/020600/27401/99'. The 'Budget Type' is 'Operating' for both. The 'Current Balance(RM)' is 324,604.61 for the from side and 53,259.63 for the to side. The 'Transfer Amount(RM)' is 10,000.00 for the from side and 10,000.00 for the to side. The 'New Balance(RM)' is 314,604.61 for the from side and 63,259.63 for the to side.

Figure 3.1.3-10 Transaction Detail

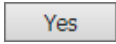
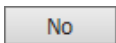

Note

- Click on the  button to edit the record. User is able to edit **Remark** only
- Click on the  button to cancel the transaction and **Status** will change to Cancelled

STEP 12

Click on the  button to send the Virement record for approval

Note

- System will display a Confirmation Message as Figure 3.1.3-11
- Click on the  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

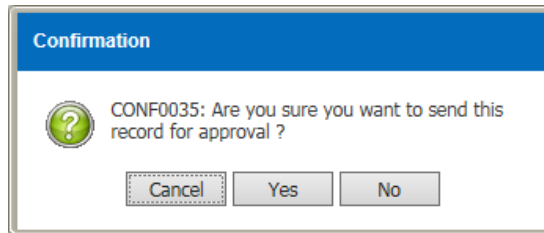
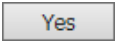
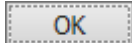


Figure 3.1.3-11 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.3-12
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

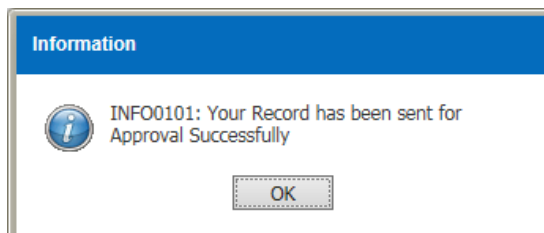
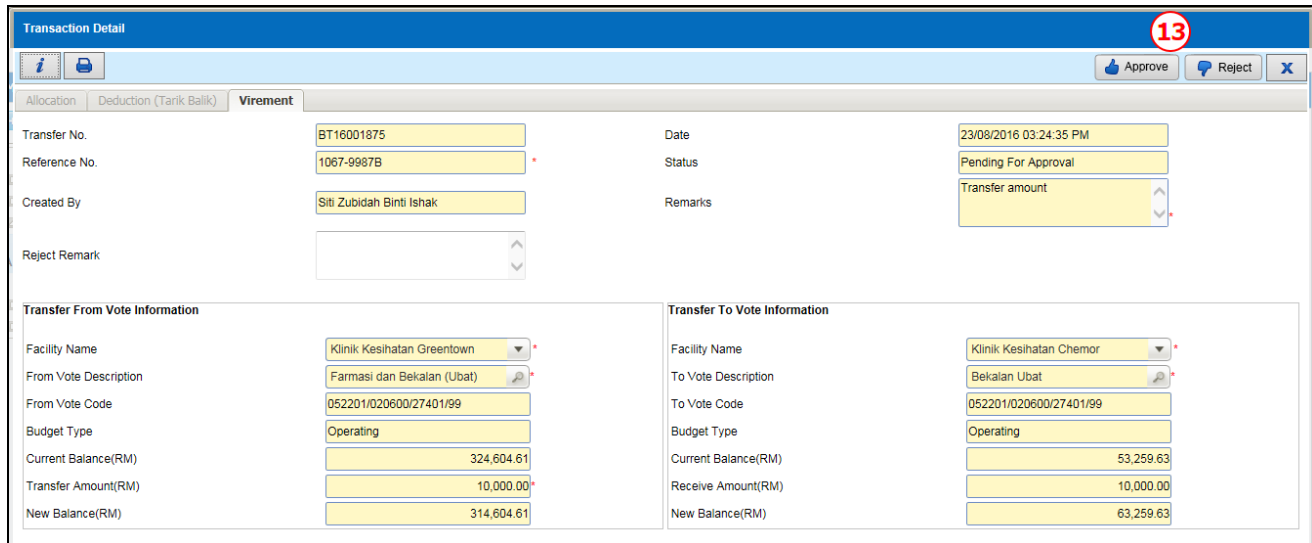


Figure 3.1.3-12 Information Message

-  and  button will enable as Figure 3.1.3-13



Transaction Detail 13

Allocation Deduction (Tarik Balik) **Virement**

Transfer No. BT16001875 Date 23/08/2016 03:24:35 PM

Reference No. 1067-9987B Status Pending For Approval

Created By Siti Zubidah Binti Ishak Remarks Transfer amount

Reject Remark

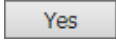
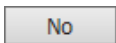

Transfer From Vote Information		Transfer To Vote Information	
Facility Name	Klinik Kesihatan Greentown	Facility Name	Klinik Kesihatan Chemor
From Vote Description	Farmasi dan Bekalan (Ubat)	To Vote Description	Bekalan Ubat
From Vote Code	052201/020600/27401/99	To Vote Code	052201/020600/27401/99
Budget Type	Operating	Budget Type	Operating
Current Balance(RM)	324,604.61	Current Balance(RM)	53,259.63
Transfer Amount(RM)	10,000.00	Receive Amount(RM)	10,000.00
New Balance(RM)	314,604.61	New Balance(RM)	63,259.63

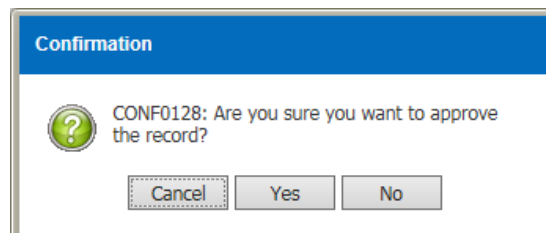
Figure 3.1.3-13 Transaction Detail (Virement)

STEP 13

Click on the  button to approve the record

Note

- System will display a Confirmation Message as Figure 3.1.3-14
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record



Confirmation

CONF0128: Are you sure you want to approve the record?




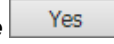
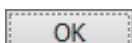
  

Figure 3.1.3-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.1.3-15
- Click on the  button to successfully approved the record and the **Status** change to Approved

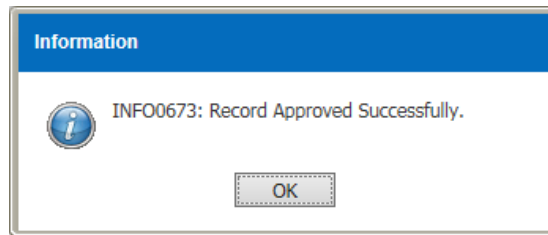


Figure 3.1.3-15 Information Message

Click on the  button to reject the record

Note

- User need to enter reject reason as system will display an Information Message as Figure 3.1.3-16

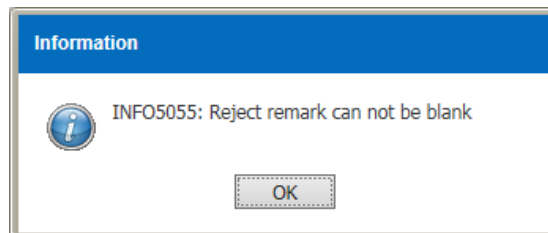


Figure 3.1.3-16 Information Message

- **Status** of the record will change to **Rejected**


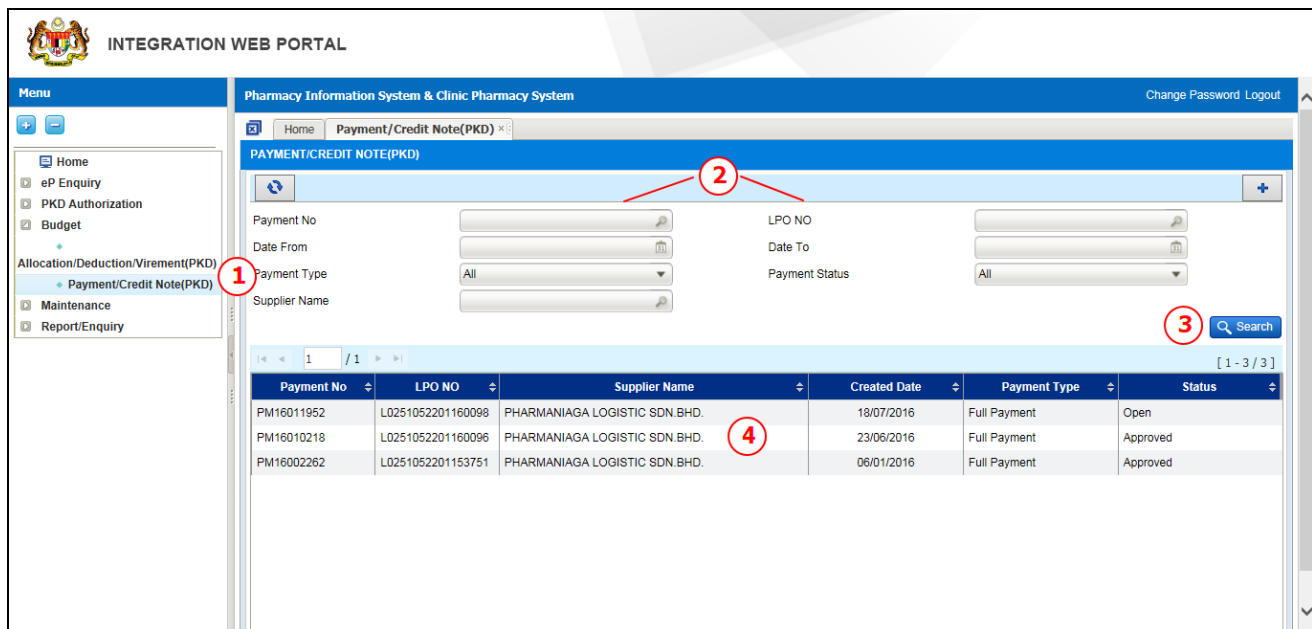
Transaction Detail			
<div> <i>i</i>  X </div>			
<div>Allocation Deduction (Tarik Balik) Virement</div>			
Transfer No.	BT16001875	Date	23/08/2016 03:24:35 PM
Reference No.	1067-9987B	Status	Approved
Created By	Siti Zubidah Binti Ishak	Remarks	Transfer amount
Reject Remark			
Transfer From Vote Information		Transfer To Vote Information	
Facility Name	Klinik Kesihatan Greentown	Facility Name	Klinik Kesihatan Chemor
From Vote Description	Farmasi dan Bekalan (Ubat)	To Vote Description	Bekalan Ubat
From Vote Code	052201/020600/27401/99	To Vote Code	052201/020600/27401/99
Budget Type	Operating	Budget Type	Operating
Current Balance(RM)	324,604.61	Current Balance(RM)	53,259.63
Transfer Amount(RM)	10,000.00	Receive Amount(RM)	10,000.00
Balance(RM)	314,604.61	Balance(RM)	63,259.63

Figure 3.1.3-17 Transaction Detail

3.2 Payment/Credit Note (PKD) Listing Page

To view an existing Payment/Credit Note(PKD) record, perform the steps below:



The screenshot displays the 'Integration Web Portal' interface. On the left, a 'Menu' sidebar shows 'Budget' selected, with 'Payment/Credit Note(PKD)' highlighted under it. The main content area is titled 'Pharmacy Information System & Clinic Pharmacy System'. It features a breadcrumb 'Home > Payment/Credit Note(PKD)' and a search bar. Below the search bar are filters for 'Payment No', 'LPO NO', 'Date From', 'Date To', 'Payment Type', and 'Supplier Name'. A table lists three records with columns: 'Payment No', 'LPO NO', 'Supplier Name', 'Created Date', 'Payment Type', and 'Status'. Red circles 1-4 mark specific UI elements: 1. The 'Payment/Credit Note(PKD)' menu item, 2. The breadcrumb, 3. The 'Search' button, and 4. A record in the table.

Figure 3.2-1 Payment/Credit Note(PKD) Listing Page

STEP 1

Click on 'Budget' menu, followed by 'Payment/Credit Note (PKD)' sub-menu

STEP 2

To search for Payment/Credit Note(PKD) record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Payment No	Search for Payment No	Able to filter and search record(s)
b	LPO No	Search for LPO No	Able to filter and search record(s)
c	Date From	Select for Date From	Format field (dd/mm/yy)
d	Date To	Select for Date To	Format field (dd/mm/yy)
e	Payment Type	Search by: - All - Full Payment - Payment with Credit Note	Able to filter and search record(s)
f	Payment Status	Search by: - Approved - Cancelled - Open - Pending for Approval - Rejected	Able to filter and search record(s)
g	Supplier Name	Search for Supplier Name	Able to filter and search record(s)

Table 3.2-1

STEP 3

Click on the  button after key in criteria

STEP 4

Double click on the selected record and the details will be displayed as Figure 3.2-2

Payment

X

Payment Information

Payment No.

PM16010218

Facility Name

Klinik Kesihatan Greentown

LPO No.

L0251052201160096

Supplier Name

PHARMANIAGA LOGISTIC SDN.BHD.

Original LPO Amount(RM)

20,204.76

Payment Status

Approved

Credit Note Amount(RM)

0.00

Payment Amount(RM)

20,204.76

Invoice Amount (RM)

20,204.76

Remarks

Type of Supply

APPL

Facility Code

21-08050045

Created Date

23/06/2016 12:48:13 PM

Created By

Siti Zubidah Binti Ishak

Payment Type

Full Payment

Voucher No.

B0125

Credit Note No

Invoice receive Date

26/01/2016

Invoice No

CBM254859

eGRN Date(eP)

Payment By Vote

1 / 1

[1 - 8 / 8]

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
01.0606.02	Diphenhydramine HCl Expectorant (Adult)	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2,000	2,000	7,640.00
43.3601.03	Sodium Bicarbonate 8.4% 10ml Inj	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	1	1	12.18
01.1603.02	Inhaier Salbutamol (200 Doses)	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	384	384	1,447.68
07.3002.02	Phenoxymethyl Penicillin 125mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2	2	464.00
02.2403.01	Mefenamic Acid 250mg Cap	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20	20	3,062.40
01.0401.06	Calamine Cream	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	500	500	1,100.00
01.3003.10	Paracetamol 120mg/5ml Syrup	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2,000	2,000	5,880.00
02.1005.05	Frusemide 40mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	30	30	598.50
						4,937	20,204.76

1 / 1

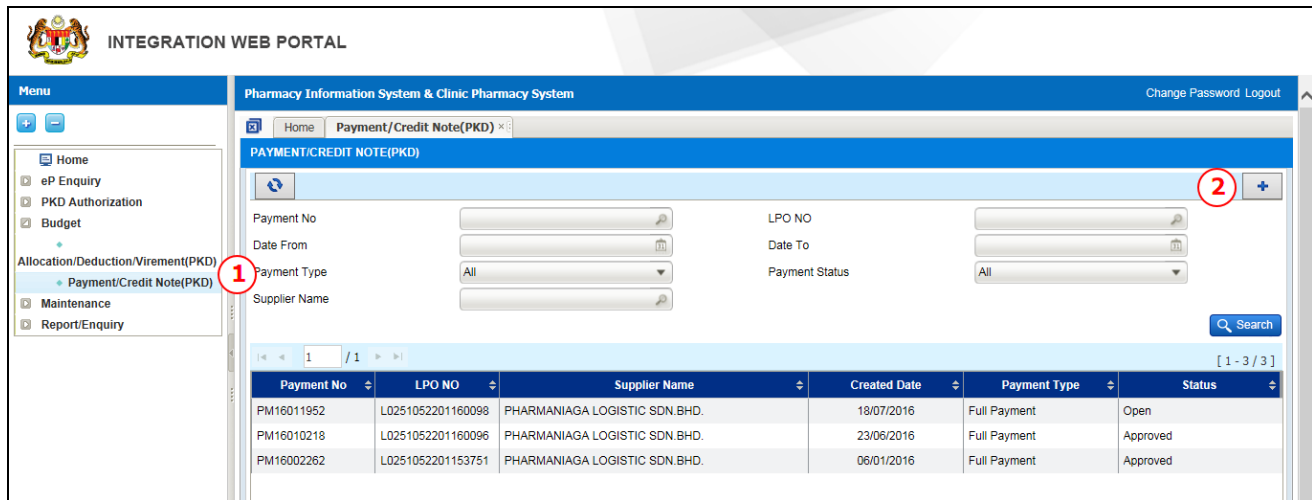
[1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Vote Amount (RM)	Credit Note Amount(RM)
052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20,204.76	0.00
			20,204.76	0.00

Figure 3.2-2 Payment

3.2.1 Create New Full Payment

To create a new Payment (Full Payment) transaction, perform the steps below:



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Home Payment/Credit Note(PKD) Change Password Logout

PAYMENT/CREDIT NOTE(PKD)

Payment No. LPO NO. Date From Date To Payment Type Supplier Name Payment Status

Search

Payment No	LPO NO	Supplier Name	Created Date	Payment Type	Status
PM16011952	L0251052201160098	PHARMANIAGA LOGISTIC SDN.BHD.	18/07/2016	Full Payment	Open
PM16010218	L0251052201160096	PHARMANIAGA LOGISTIC SDN.BHD.	23/06/2016	Full Payment	Approved
PM16002262	L0251052201153751	PHARMANIAGA LOGISTIC SDN.BHD.	06/01/2016	Full Payment	Approved

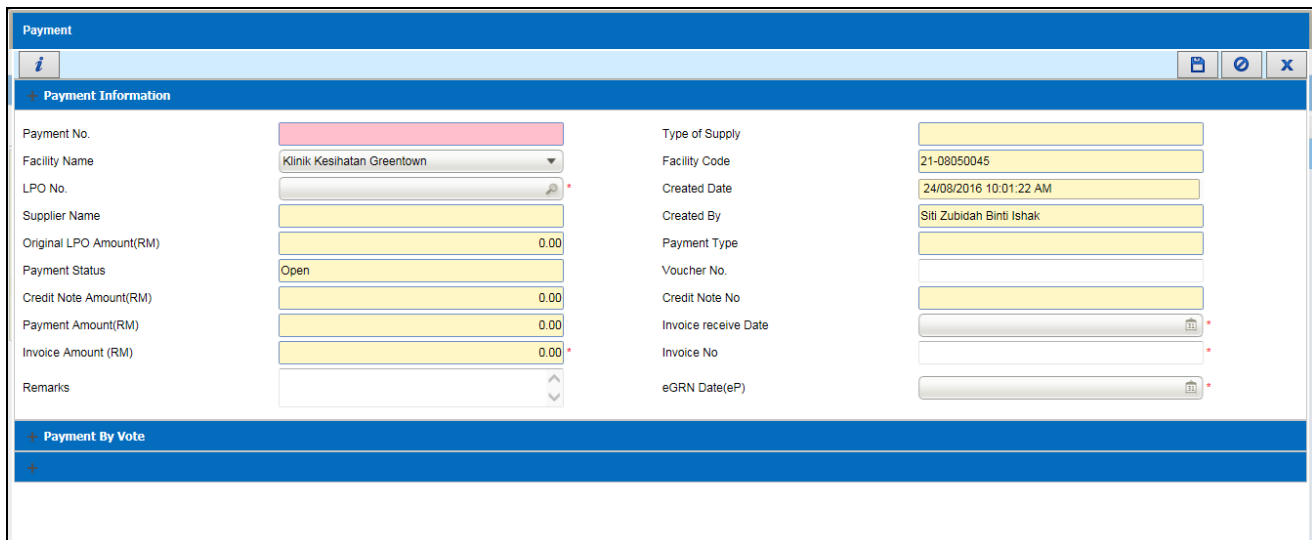
Figure 3.2.1-1 Payment/Credit Note(PKD)

STEP 1

Click on 'Budget' menu, followed by ' Payment/Credit Note (PKD)' sub-menu

STEP 2

Click on the button and the Payment screen will displayed as Figure 3.2.1-2



Payment

Payment Information

Payment No. Facility Name LPO No. Supplier Name Original LPO Amount(RM) Payment Status Credit Note Amount(RM) Payment Amount(RM) Invoice Amount (RM) Remarks

Type of Supply Facility Code Created Date Created By Payment Type Voucher No. Credit Note No. Invoice receive Date Invoice No. eGRN Date(eP)

Payment By Vote

Figure 3.2.1-2 Payment

Note

- **Create Date** display default to the system Date and Time.
- **Created By** will default to the user Login ID.
- New Payment transaction **Status** is default to 'Open'.

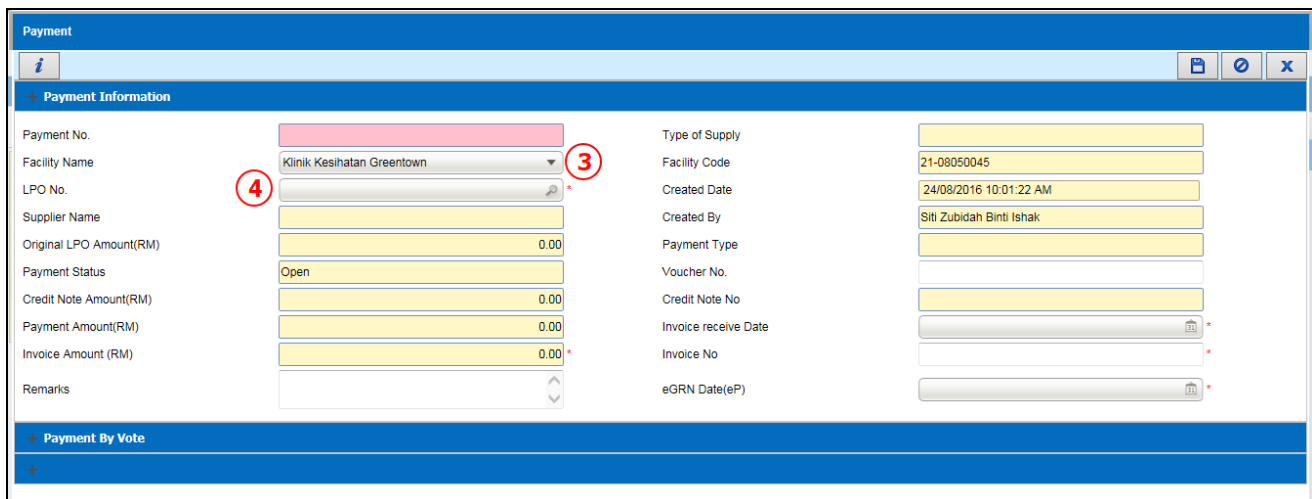


Figure 3.2.1-3 Payment

STEP 3

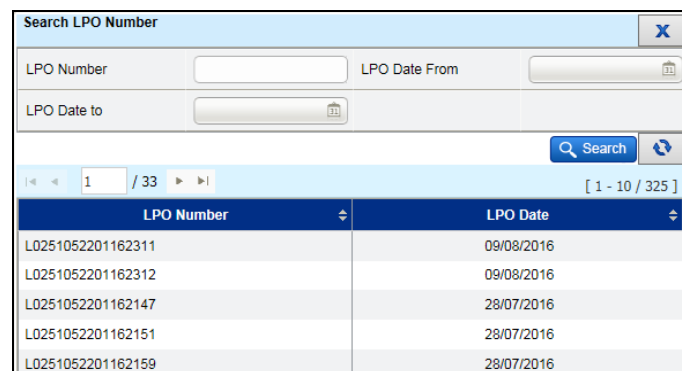
Select **Facility Name** from the drop down box

Note

- Information of **Facility Name** is display based on facility unthe the same PKD/PTJ Code
- Facility Code** will be displayed automatically based on the Facility Name selected.

STEP 4


Click on the **LPO No**  and Search LPO Number will be displayed as Figure 3.2.1-4



LPO Number	LPO Date
L0251052201162311	09/08/2016
L0251052201162312	09/08/2016
L0251052201162147	28/07/2016
L0251052201162151	28/07/2016
L0251052201162159	28/07/2016

Figure 3.2.1-4 Search LPO Number

Note

- User is allowed to enter partially or fully searching criteria for **LPO Number** and/or **LPO Date From** and **LPO Date To**. Then click on the  button
- Double click on the selected **LPO Number**
- System will display a Confirmation Message as Figure 3.2.1-5 if the LPO No is not fully received. However, user still can proceed to perform the Payment Transaction.

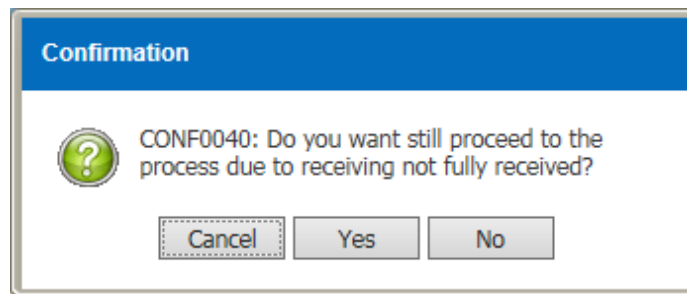


Figure 3.2.1-5 Confirmation Message

- Refer section [3.2.2 Payment With Credit Note](#) for partially receive.

Payment

+ Payment Information

Payment No.		Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201162037	Created Date	24/08/2016 10:01:22 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	5,419.20	Payment Type	Full Payment
Payment Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Payment Amount(RM)	5,419.20	Invoice receive Date	10/08/2016
Invoice Amount (RM)	5,419.20	Invoice No.	B008-019-8
Remarks		eGRN Date(eP)	10/08/2016

+ Payment By Vote

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
09.0201.03	Crepe Bandage 10 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	375.60
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	20	20	1,577.60
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	278.40
09.0205.01	Bandage Triangular 130cm x 90cm x 90cm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	200	200	464.00
12.2629.13	Needle Disposable 21G x 40mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	848.40
17.0601.01	Disposable Blood Giving Set Complete	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	4	4	696.00
13.0803.17	Endotracheal Tube With Cuff 7.0mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	191.40
09.0201.04	Crepe Bandage 5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	499.20
09.0402.02	Cotton Wool 0.6g (Balls)	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	203.00
24.0101.06	Hypoallergenic Surgical Tape 2.5 cm x 9.1 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	285.60
						1,119	5,419.20

+ Payment By Credit Note

Vote Code	Vote Description	Budget Type	Vote Amount (RM)	Credit Note Amount(RM)
052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5,419.20	0.00
			5,419.20	0.00

PHIS & CPS-V1.5 Last Modified: 22/08/2016 03:30PM User: Siti Zubidah Binti Ishak

Figure 3.2.1-6 Payment

Note

Full Information of the payment will be displayed after selecting the LPO No:

a) **Payment Information** section

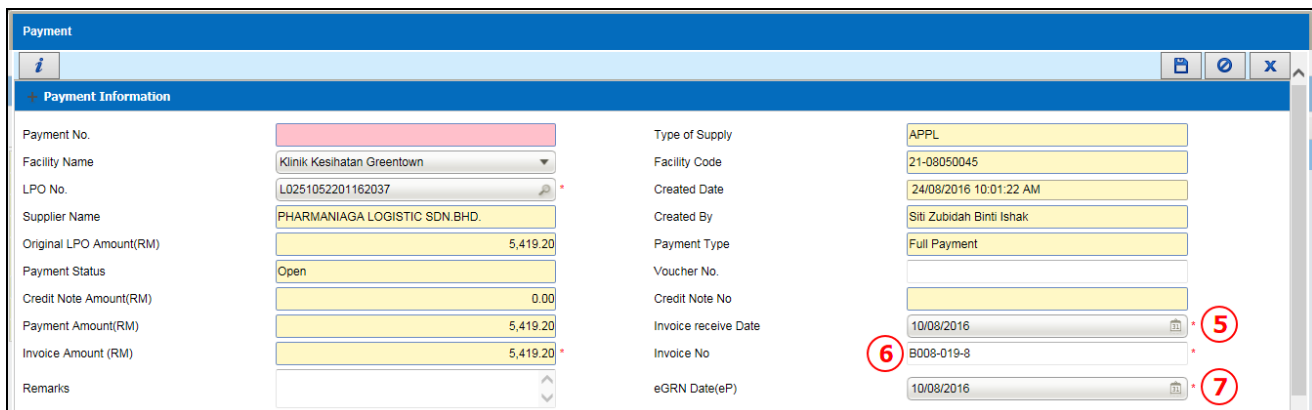
- **Type of Supply**
- **Supplier Name**
- **Original LPO Amount(RM)**
- **Payment Type**
- **Credit Note Amount(RM)** : applicable for Payment with Credit Note
- **Payment Amount(RM)**
- **Invoice Amount(RM)**

b) **Payment By Vote** section

- **Item Code**
- **Item Description**
- **Vote Code**
- **Vote Description**
- **Budget Type**
- **Order Quantity**
- **Receive Quantity**
- **Receive Amount**

c) **Vote List** section

- **Vote Code**
- **Vote Description**
- **Budget Type**
- **Vote Amount(RM)**
- **Credit Note Amount(RM)** : applicable for Payment with Credit Note



Payment Information		Payment By Vote	
Payment No.		Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201162037	Created Date	24/08/2016 10:01:22 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	5,419.20	Payment Type	Full Payment
Payment Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No.	
Payment Amount(RM)	5,419.20	Invoice receive Date	10/08/2016 (5)
Invoice Amount(RM)	5,419.20	Invoice No.	B008-019-8 (6)
Remarks		eGRN Date(eP)	10/08/2016 (7)

Figure 3.2.1-7 Payment

STEP 5

Select **Invoice receive Date** from the  icon

STEP 6

Enter **Invoice No**

STEP 7

Select **eGRN Date(eP)** from the  icon

Note

Voucher No is optional field

Payment By Vote							
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
09.0201.03	Crepe Bandage 10 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	375.60
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	20	20	1,577.60
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	278.40
09.0205.01	Bandage Triangular 130cm x 90cm x 90cm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	200	200	464.00
12.2629.13	Needle Disposable 21G x 40mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	120	120	848.40
17.0601.01	Disposable Blood Giving Set Complete	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	4	4	696.00
13.0803.17	Endotracheal Tube With Cuff 7.0mm	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	191.40
09.0201.04	Crepe Bandage 5 cm x 4.5 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	499.20
09.0402.02	Cotton Wool 0.6g (Balls)	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	203.00
09.2401.06	Hypoallergenic Surgical Tape 2.5 cm x 9.1 m	052201/020600/27499/99	Farmasi dn Bekalan (Bukan Ubat)	Operating	240	240	285.60
						1,119	5,419.20

Figure 3.2.1-8 Payment

STEP 8

Click on the **Item Code** hyperlink to view the Delivery Order (DO) Details as Figure 3.2.1-9

Do No	Delivery Order Date	Goods Receive Date
127225340	21/07/2016	22/07/2016

Figure 3.2.1-9 Delivery Order (DO) Detail

Note

- Delivery Order (DO) detail screen will display information of **Do No**, **Delivery Order Date** and **Good Receive Date**

- Click on the  button to close the screen

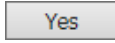
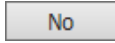

Payment			
Payment Information			
Payment No.		Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201162037	Created Date	24/08/2016 10:01:22 AM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	5,419.20	Payment Type	Full Payment
Payment Status	Open	Voucher No.	
Credit Note Amount(RM)	0.00	Credit Note No	
Payment Amount(RM)	5,419.20	Invoice receive Date	10/08/2016
Invoice Amount (RM)	5,419.20	Invoice No	B008-019-8
Remarks		eGRN Date(eP)	10/08/2016

Figure 3.2.1-10 Payment

STEP 9

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.2.1-11
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

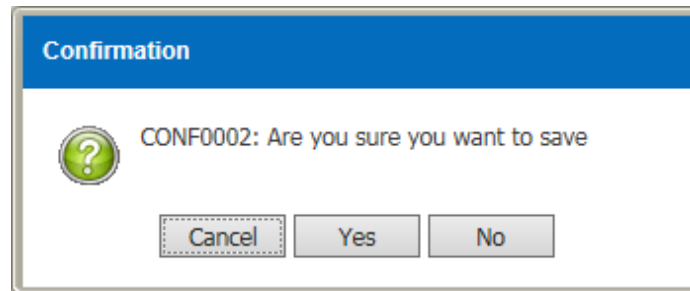
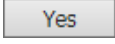
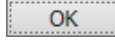


Figure 3.2.1-11 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2.1-12
- Click on the  button to confirmed the save transaction and Payment No will be generated for future reference

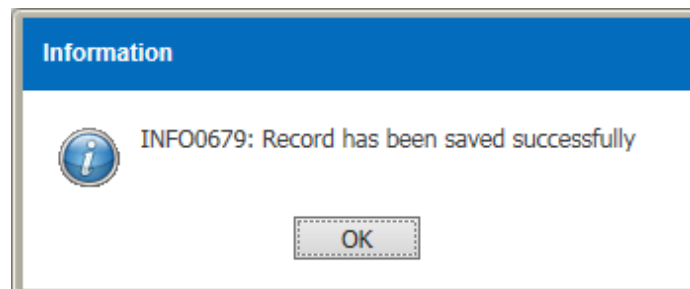


Figure 3.2.1-12 Information Message

-  and  button will enable as Figure 3.2.1-13

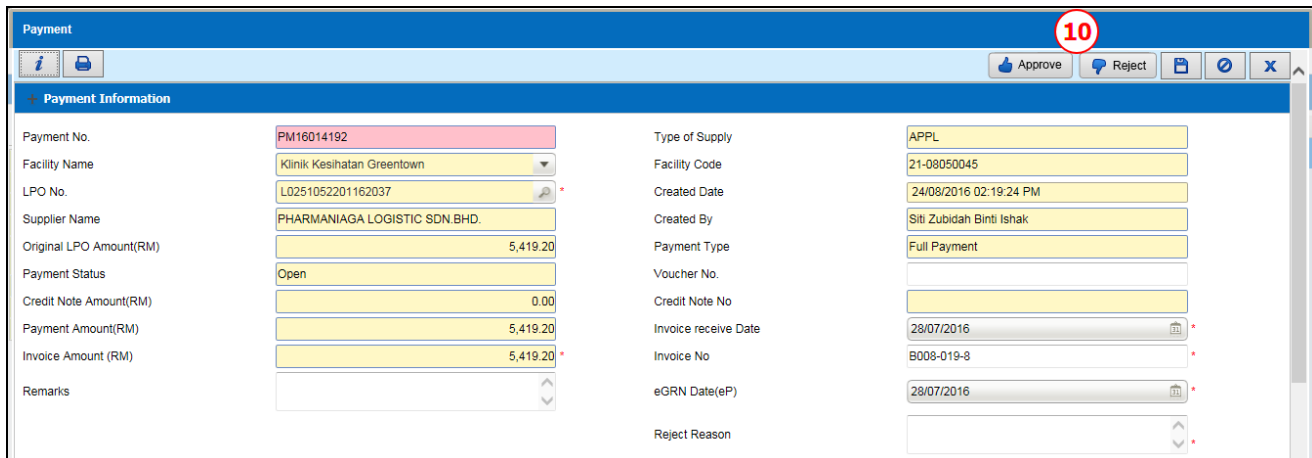
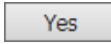
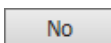
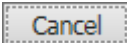


Figure 3.2.1-13 Payment

STEP 10

Click on the  button to approve the record

Note

- System will display a Confirmation Message as Figure 3.2.1-14
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record

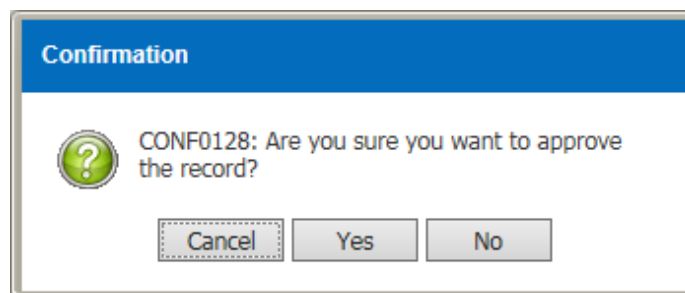
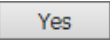
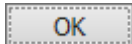


Figure 3.2.1-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2.1-15
- Click on the  button to successfully approved the record and the **Status** change to Approved

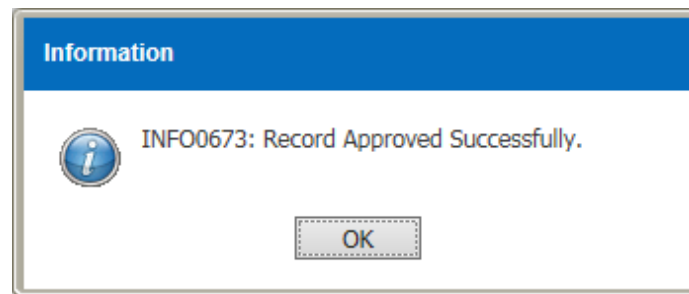



Figure 3.2.1-15 Information Message

Click on the  button to reject the order transaction

Note

- *User need to enter reject reason as system will display an Information Message as Figure 3.2.1-16*

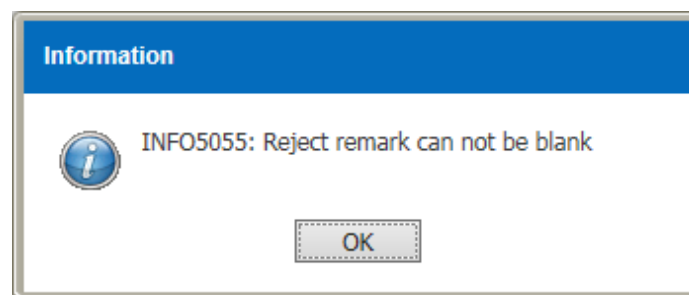


Figure 3.2.1-16 Information Message

- **Status** of the record will change to **Rejected**

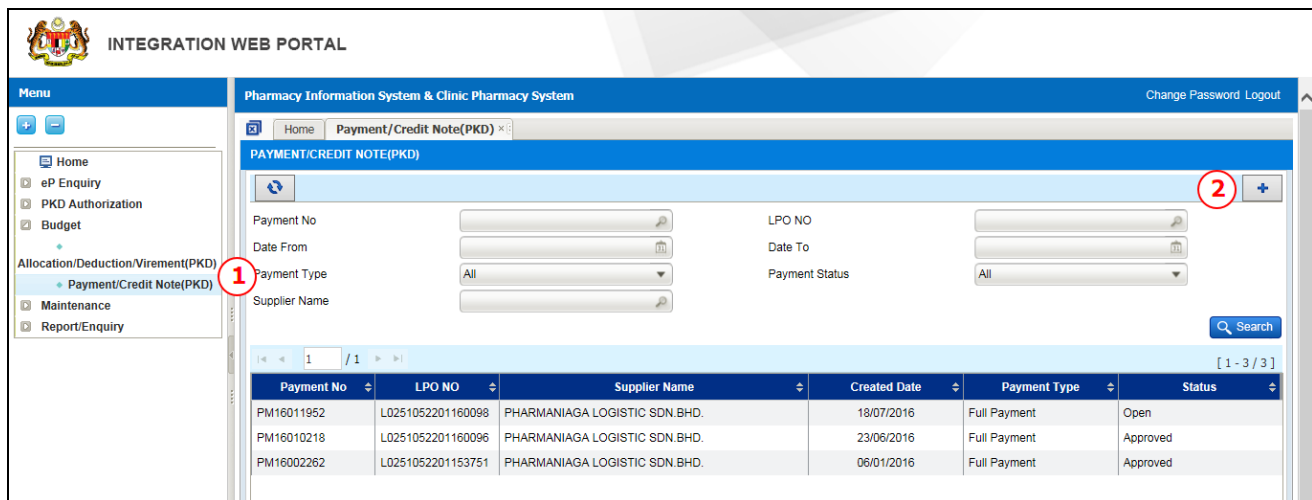
Payment			
<div> <div> </div> <div>X</div> </div>			
Payment Information			
Payment No.	PM16010218	Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201160096	Created Date	23/06/2016 12:48:13 PM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	20,204.76	Payment Type	Full Payment
Payment Status	Approved	Voucher No.	B0125
Credit Note Amount(RM)	0.00	Credit Note No	
Payment Amount(RM)	20,204.76	Invoice receive Date	26/01/2016
Invoice Amount (RM)	20,204.76	Invoice No	CBM254859
Remarks		eGRN Date(eP)	

Payment By Vote								
<div> <div> <div>1</div> <div>/ 1</div> </div> <div></div> </div> <div>[1 - 8 / 8]</div>								
Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)	
01.0606.02	Diphenhydramine HCl Expectorant (Adult)	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2,000	2,000	7,640.00	
02.2403.01	Mefenamic Acid 250mg Cap	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20	20	3,062.40	
07.3002.02	Phenoxymethyl Penicillin 125mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2	2	464.00	
01.3003.10	Paracetamol 120mg/5ml	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	2,000	2,000	5,880.00	

Figure 3.2.1-17 Payment

3.2.2 Create New Credit Note

To create a new Payment (Payment with Credit Note) transaction, perform the steps below:



Payment No	LPO NO	Supplier Name	Created Date	Payment Type	Status
PM16011952	L0251052201160098	PHARMANIAGA LOGISTIC SDN.BHD.	18/07/2016	Full Payment	Open
PM16010218	L0251052201160096	PHARMANIAGA LOGISTIC SDN.BHD.	23/06/2016	Full Payment	Approved
PM16002262	L0251052201153751	PHARMANIAGA LOGISTIC SDN.BHD.	06/01/2016	Full Payment	Approved

Figure 3.2.2-1 Payment/Credit Note(PKD)

STEP 1

Click on 'Budget' menu, followed by ' Payment/Credit Note (PKD)' sub-menu

STEP 2

Click on the button and the Payment screen will displayed as Figure 3.2.2-2

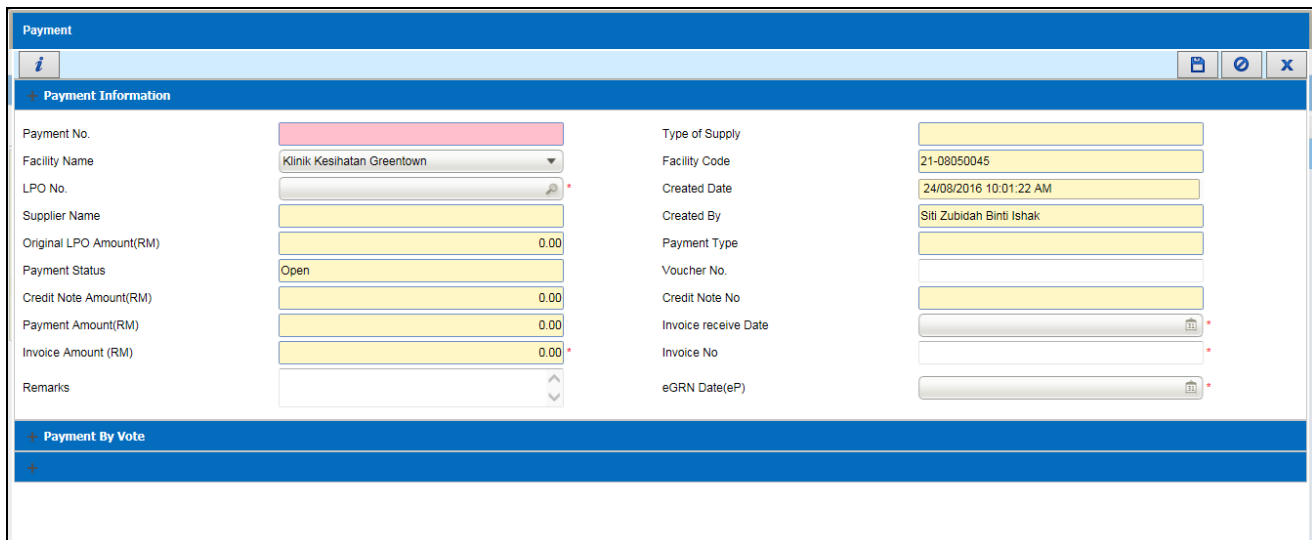


Figure 3.2.2-2 Payment

Note

- **Create Date** display the current system Date and Time.
- **Created By** will default to the user Login ID.
- New Payment transaction **Status** is default to 'Open'.

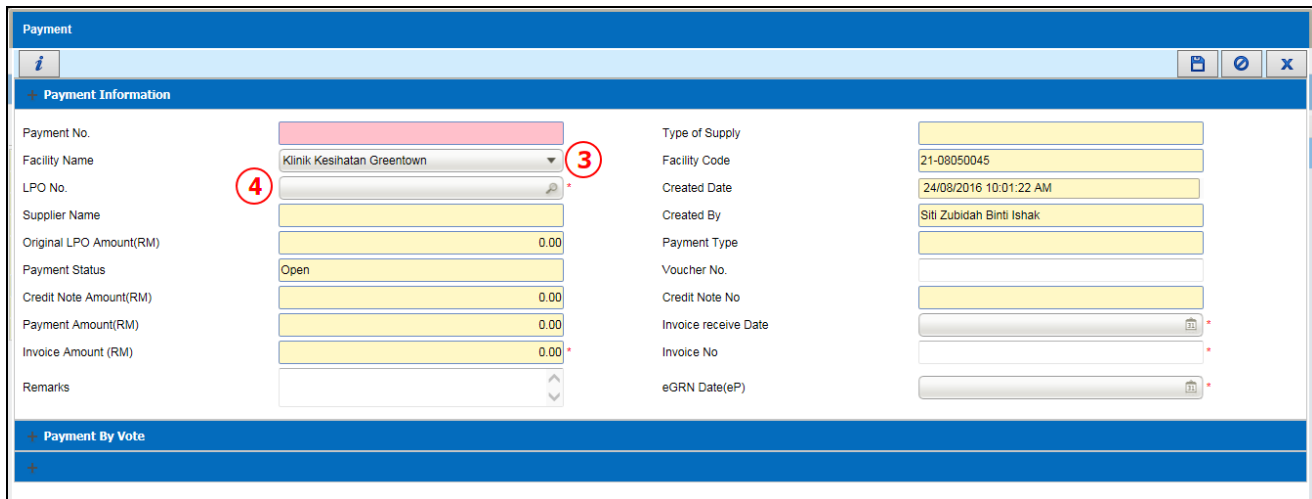


Figure 3.2.2-3 Payment

STEP 3

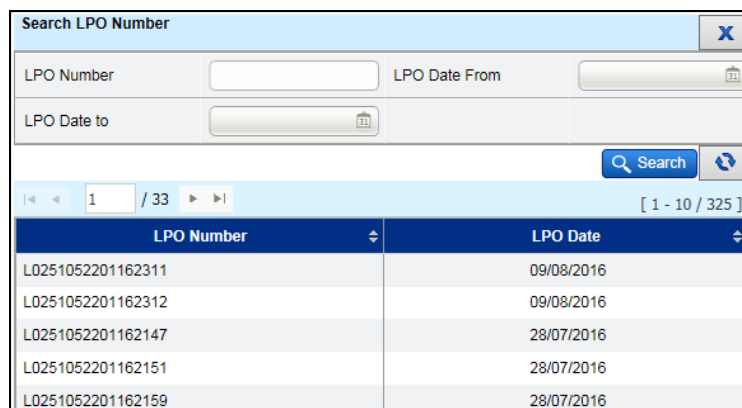
Select **Facility Name** from the drop down box

Note

- Information of **Facility Name** is display based on facility unthe the same PKD/PTJ Code
- Facility Code** will be displayed automatically based on the Facility Name selected.

STEP 4


Click on the **LPO No**  and Search LPO Number will be displayed as Figure 3.2.2-4



LPO Number	LPO Date
L0251052201162311	09/08/2016
L0251052201162312	09/08/2016
L0251052201162147	28/07/2016
L0251052201162151	28/07/2016
L0251052201162159	28/07/2016

Figure 3.2.2-4 Search LPO Number

Note

- User is allowed to enter partially or fully searching criteria for **LPO Number** and/or **LPO Date From** and **LPO Date To**. Then click on the  button
- Double click on the selected **LPO Number**
- System will display a Confirmation Message as Figure 3.2.2-5 if the LPO No is not fully received. However, user is still can proceed to perform the Payment Transaction.

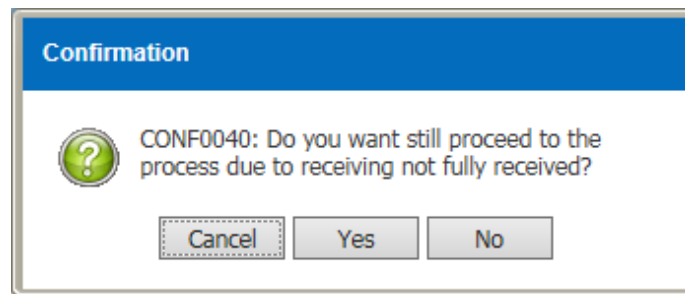


Figure 3.2.2-5 Confirmation Message

- Click on the **Yes** button to proceed to payment transaction as Figure 3.2.2-6

Payment

Payment Information

Payment No.		Type of Supply	APPL
Facility Name	Klinik Kesihatan Greentown	Facility Code	21-08050045
LPO No.	L0251052201162148	Created Date	24/08/2016 02:37:10 PM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Created By	Siti Zubidah Binti Ishak
Original LPO Amount(RM)	13,158.50	Payment Type	Payment With Credit Note
Payment Status	Open	Voucher No.	
Credit Note Amount(RM)	-13,158.50	Credit Note No	C95374-77643A
Payment Amount(RM)	26,317.00	Invoice receive Date	03/08/2016
Invoice Amount (RM)	26,317.00	Invoice No	B00534-667-8842
Remarks		eGRN Date(eP)	03/08/2016

Payment By Vote

Item Code	Item Description	Vote Code	Vote Description	Budget Type	Order Quantity	Receive Quantity	Received Amt.(RM)
07.0405.15	Chloramphenicol 1% Eye Ointment	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	500	1,000	1,290.00
02.0402.01	Calcitriol 0.25mcg Cap	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	240	480	12,528.00
02.3807.03	Trifluoperazine HCl 5mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	100	200	5,104.00
02.2806.02	Omeprazole 20mg Cap	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	50	100	621.00
02.0809.04	Essentiale Cap	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20	40	742.40
02.3022.03	Prochlorperazine 5mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	10	20	301.60
02.0203.02	Baclofen 10mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	50	100	3,683.00
02.2409.06	Methyldopa 250mg Tab	052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	50	100	2,047.00
						2,040	26,317.00

Vote Code	Vote Description	Budget Type	Vote Amount (RM)	Credit Note Amount(RM)
052201/020600/27401/99	Farmasi dan Bekalan (Ubat)	Operating	13,158.50	-13,158.50
			13,158.50	-13,158.50

Figure 3.2.2-6 Payment

Note

Full Information of the payment will be displayed after selecting the LPO No:

- d) **Payment Information** section
 - **Type of Supply**
 - **Supplier Name**
 - **Original LPO Amount(RM)**

- **Payment Type** : System will display Payment with Credit Note for partially supply
- **Credit Note Amount(RM)**
Calculation : **Original LPO Amount(RM) – Payment Amount(RM)**
- **Payment Amount(RM)**
- **Invoice Amount(RM)**

e) **Payment By Vote** section

- **Item Code**
- **Item Description**
- **Vote Code**
- **Vote Description**
- **Budget Type**
- **Order Quantity**
- **Receive Quantity**
- **Receive Amount**

f) **Vote List** section

- **Vote Code**
- **Vote Description**
- **Budget Type**
- **Vote Amount(RM)**
- **Credit Note Amount(RM)**

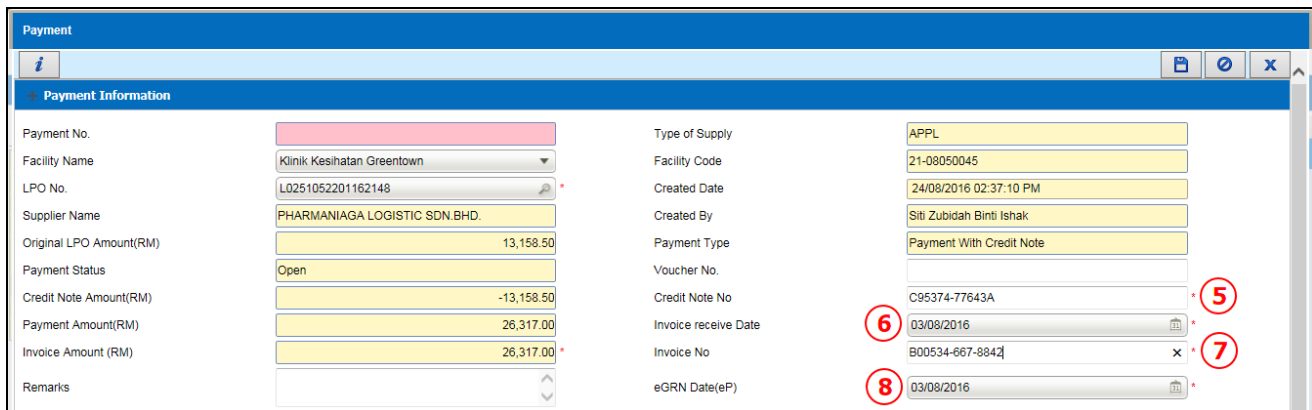


Figure 3.2.2-7 Payment

STEP 5

Enter **Credit Note No**

STEP 6

Select **Invoice receive Date** from the  icon

STEP 7

Enter **Invoice No**

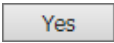
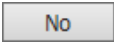

STEP 8

Select **eGRN Date(eP)** from the  icon

Note

Voucher No is optional field

Note

- System will display a Confirmation Message as Figure 3.2.2-11
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

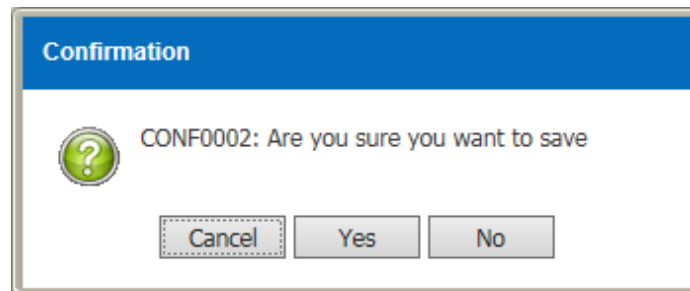
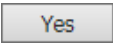
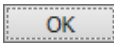


Figure 3.2.2-11 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2.2-12
- Click on the  button to confirmed the save transaction and Payment No will be generated for future reference

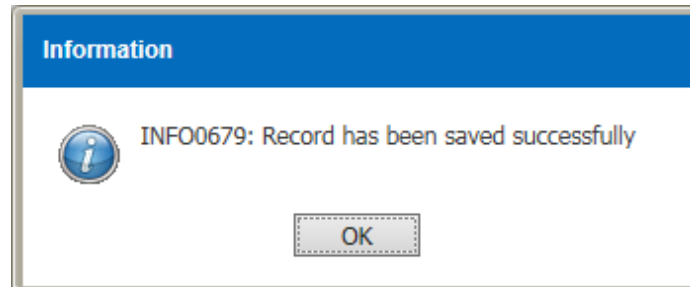


Figure 3.2.2-12 Information Message

-  and  button will enable as Figure 3.2.2-13

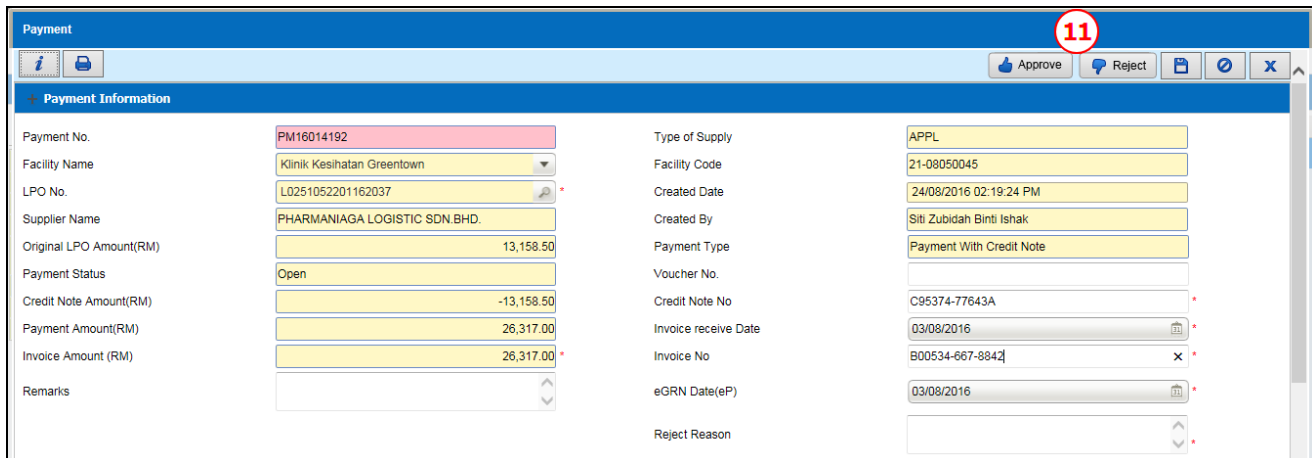
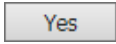
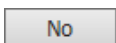
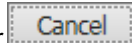


Figure 3.2.1-13 Payment

STEP 11

Click on the  button to approve the record

Note

- System will be display a Confirmation Message as Figure 3.2.2-14
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record

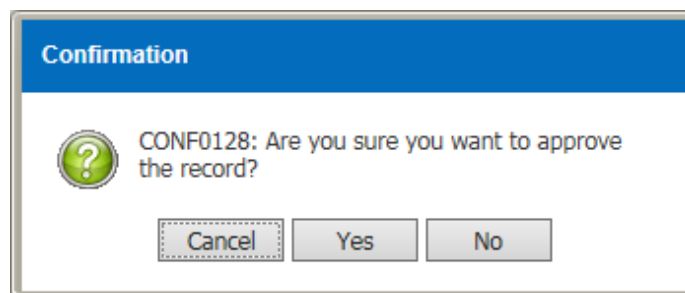
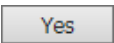
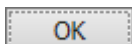


Figure 3.2.2-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2.2-15
- Click on the  button to successfully approved the record and the **Status** will change to Approved

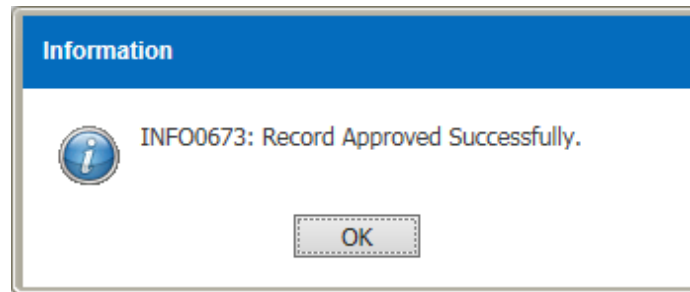



Figure 3.2.2-15 Information Message

Click on the  button to reject the order transaction

Note

- User need to enter reject reason as system will display an Information Message as Figure 3.2.2-16

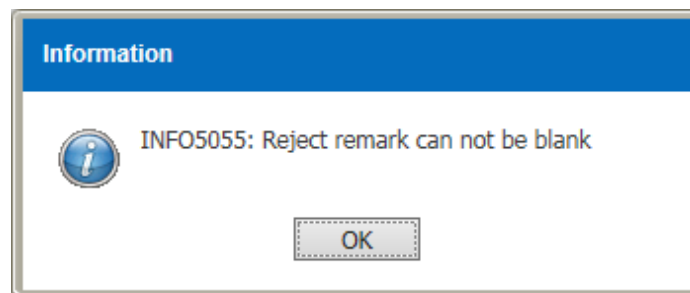


Figure 3.2.2-16 Information Message

- **Status** of the record will change to **Rejected**

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

5.0 Links to Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here